Title: Inventory Procedures for Support Areas

Purpose

The purpose of this Technology Standard Operating Procedure (TSOP) is to provide guidance and specific instructions for Support Areas of ECPPS for processing inventory items and items that are surplus. These areas include Central Office, Channel 8, Public Information Office, Edgewood, Maintenance, Transportation and the H.L. Trigg Community School.   This procedure includes adding new items to the existing inventory, moving items that have changed location, found items not present in your inventory, and items listed on your inventory that are not at your location. In addition this TSOP includes procedures for surplus items.

Scope

This TSOP was developed for individuals responsible for inventory in each support area or department to complete necessary forms. The ECPPS Technology Department will enter all data into the electronic inventory database (Inventory plus+).

Responsibilities

This TSOP was developed by the ECPPS Technology Department. Please contact them at helpdesk@ecpps.k12.nc.us or 252-338-1017 if you have any concerns or would like to make recommendations for improvement.

Definitions:

Inventory plus+ is a equipment inventory tracking and reporting system designed to provide support staff a tool for storing and reporting information regarding equipment at their site or department.

Reference:

Inventoryplus+ Users Guide

ECPPS Inventory Item Form (copy attached to this SOP)

Procedure

Send all Forms to ECPPS Technology Department

New Item: For new equipment, tag with new item number and fill out ECPPS Inventory Item Form. Include Item Number, Description, Serial Number, Location (your site number), Room, Date Acquired, Quantity, Cost, Purchase Order Number, Vendor , Manufacturer and Fund/Budget Code.

New Item Tags are available from the ECPPS Technology Department upon request.

Moving Items: Existing equipment on Inventory that has changed location. Fill out ECPPS Inventory Item Form. Include Item Number, Description, Serial Number, New Location and New Room.

Found Items: Not on Current Inventory: Fill out ECPPS Inventory Item Form.   Include Item Number, Description, Serial Number, Location and Room.

Items you do not have or are unable to locate: (but listed on your Inventory) Fill out ECPPS Inventory Item Form with Item Number and Description. Provide a brief statement with a signature as to why the item should be deleted.

Surplus Items:

Items with or without tags, fill out the ECPPS Inventory Item Form, Include Item Number (if available) Description, Serial Number, For Room (mark as SURP) and Location. Indicate on bottom, reason for disposal.

Items without tags need to be tagged. Number items using an Avery Label and the following numbering scheme:

310-04-001

310 (the school or office location)

04   (the current school year)

001 (the first item number)

Make sure that the Surplus Items are in a controlled central location.

ECPPS Inventory Item Form

rev 5/10/04

Use this form for new items, moves, surplus, etc.

Form Submitted By: _____

Add Item

1. Enter the Item Number and a description.

Item Number: [ ] Description: [ ]

2. Enter the Items Serial Number and Category

Serial Number: [ ] Category: [▼]

3. Enter the Items location.

Location: [▼] Building: [▼] Room: [▼]

[Prev] [Next] [Cancel]

InvPlus Data Entered by: _____

Add Item

4. Enter the Items Status and Report codes..

Status: [Active ▼] Report Code: [▼]

5. Enter the Items Acquired Date and Method.

Date Acquired: [▼] Acquired Method: [▼]

6. Enter the quantity and price of the Item.

Quantity: [ ] Unit Cost: $ [0.00] Total Cost: $ [0.00]

[Prev] [Next] [Cancel]

Add Item

7. Enter the Items Financial Information.

Purchase Order: [ ] Type: [Inventory ▼]

Vendor/Donor [ ] Manufacturer [ ]

Funds: Budget Codes:

1. [ ] [ ] [...]
2. [ ] [ ] [...]

[Prev] [Finish] [Cancel]