

Uintah School District

Procedures to Follow for Annual Property Clerk Inventory

1. Property Clerk from District Office will make arrangements and visit each school once per year to help conduct an inventory.
2. The following assistance from each location will be needed.
 - a. Notify all teachers, cooks, and custodians prior to inventory of exact date and time so they will be aware. Give each a list of what they should have so assets are visible and on site during the scheduled inventory.
 - b. One person to assist, as needed, with the inventory.
 - c. Keys to access all rooms in building including outside storage areas.
3. At conclusion of inventory a missing list will be generated. Each location fixed asset representative is responsible to locate missing items and report back to property control clerk.
4. If missing assets are not found or if they have been transferred, transfer forms must be properly completed and sent to Property Clerk within 10 working days of the inventory.
5. Once all missing items are accounted for and adjustments entered, updated inventory reports will be generated by the Property Control Clerk.
6. Fixed asset representatives from each location will keep report by room and by asset number, on file at their location.

PROCEDURES FOR SCHOOL CONDUCTED INVENTORIES

1. At the discretion of the principal inventories may be taken at their location. Reports will be distributed upon request of building administrator. Contact Property Clerk for inventory printouts. Inventories are not required but highly recommended to be taken at school end so adjustments can be made before the next annual inventory.
2. If the need arises for additional reports they can be generated by request to the Property Control Clerk.
3. Fixed Asset representative at each location will need to distribute Fixed Asset report “by room” to each employee.
4. Each employee should conduct the inventory of his or her room using their specific fixed asset room report.
 - a. Find each Asset and check off **by asset number**, not description.
 - b. Make sure all descriptions are correct for that specific asset number.
 - c. If a serial number is missing please fill in.
 - d. If equipment was purchased out of special funds such as Special Ed, Title One, Perkins it should be noted under “program”. If information is not there please fill in.
 - e. If an asset is not in your room but is on the report, make a notation on the report. If you know where it transferred please note this.
 - f. If an asset is in your room but not on the report write down the asset # and brief description. If the asset is not tagged the following information is needed: description, make, model, serial #, cost, purchase order #, budget #.
 - g. If the asset tag has been removed or partially removed, note this so a new tag can be applied during the annual inventory.
 - h. Return room report to the Fixed Asset representative at your location.
5. Fixed Asset Representative should summarize all information from the individual room reports onto the master report by asset # and submit report and documentation to district Property Control Clerk.

Please Note: Unless the changes are transfers from room to room at the same location documentation must be submitted along with report. No changes will be made without backup to verify change. Use transfer form for all transfers or disposal. Use a copy of P.O. for all additions, and any other changes must be accompanied with a memo or letter signed by the administrator.
6. District Office Property Control Clerk will make the changes from the master list and transfer forms.