COORDINATION OF PHYSICAL INVENTORY

Responsible Office: Property Control

Purpose:

This procedure describes the process in which the Property Control department coordinates and conducts physical inventories at the Washoe County School District.

Procedure

1. Property Control notifies the site that they are required to have an inventory conducted. The Property Control Clerk notifies the site Principal/Department head by email to schedule the inventory. The email includes date and time for the inventory to be conducted. Attached to the email are "Pre-Inventory Information Request Form" and the sites "Comp Asset List". Make sure to CC the Assistant Controller on email.

2. Property Control downloads the inventory file from BusinessPLUS. The inventory file is then uploaded into the AssetTrak software. Using the AssetTrak software the inventory file is synced with the scanner. Property Control also exports a list of assets for the site from BusinessPLUS to Excel.

3. Property Control also creates an Excel spreadsheet for the bulk count assets on site.

4. Property Control conducts the inventory of the site at the pre-scheduled time and date. Property Control scans all assets with tags requiring scanning. Any assets needing tags or are not located are tracked by a list for later review. While conducting the inventory Property Control counts all assets deemed to be bulk counts. Once inventory is completed Property Control returns to the office for inventory clean up.

   a. Property Control should enter every room on site to locate assets.

   b. Any assets Property Control has questions about should be brought up while on site.

5. With the on-site inventory completed Property Control will sync the scanner with the AssetTrak software. Using the AssetTrak software the data is then checked

and updated using notes and reports from the inventory before being exported from the AssetTrak software.

6. The data is imported into BusinessPLUS. A list of assets that were not located during the physical inventory is to be sent to the Principal/Department Head requesting assistance in locating assets on the list. Once the list is returned from the site the information is updated in BusinessPLUS.

7. Once all information is updated in BusinessPLUS, an email is sent to Principal/Department head stating the inventory is closed. The email will include "Final Found" assets list, "Final Missing" assets list, and "Inventory Completion Form", and the Assistant Controller is copied on the email.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This administrative procedure shall be reviewed as part District's standardized review and revision process, or as needed by the Office of Business and Financial Services.

REVISION HISTORY

Date	Revision	Modification
03/15/06	A	Initial Release
04/16/07	B	Updates
09/15/20	C	Revised format