



Responsible Office: Office of Business and Financial Services

PURPOSE

This procedure describes the way in which the Property Control department issues inventory control tags at the Washoe County School District.

PROCEDURE

1. New inventory items are identified when the site or department notifies the Property Control department of the purchase, or when the Property Control Tech prepares the month end Fixed Assets Reconciliation per administrative procedure PIC-P007.
2. Asset tags are issued to the site where the asset will be held.
 - a. The Property Control Technician completes the Inventory Tag Receipt form.
 - b. The Property Control Technician then distributes the Inventory Tag Receipt form along with the asset tags to the site.
 - i. A white copy of the form is retained by Property Control digitally for reference.
 - ii. Yellow and Pink copies of the form are sent to the site with the tags.
3. The Property Control Technician adds the issued tag numbers to the Tag Number spreadsheet.
4. Property Control enters asset(s) into the fixed asset database in BusinessPLUS.

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
3/15/06	A	Initial Release

4/09/07	B	Revised Procedure to include color of Inventory Tag Receipt Form copies; added Associated Document 6.3; revised Record Retention Table.
4/01/08	C	Revised 4.2 from four part carbon less paper to standard colored paper, and 5.2.2.3 to apply only for computer items
9/15/20	D	Revised format