

ANTHONY INDEPENDENT SCHOOL DISTRICT
INVENTORY FORM

BARCODE # _____ SERIAL / ID # _____
MANUFACTURER _____ MODEL _____
QUANTITY _____ AMOUNT _____ (per unit) _____
ITEM DESCRIPTION

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CAMPUS / BUILDING _____ ROOM / OFFICE # _____
PROGRAM FUND _____ ACCOUNT _____



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Inventory List by Department

Maintenance Department

Vehicles (to include tractor)
Tractor implements
Portable buildings
Telephones
FAX machines

Classrooms

Computers (CPU and monitor)
Printers
Scanners
FAX machines
External Hard Drives
Telephones
Audio/Visual Equipment (to include mixing console, VCR/DVD/CD, Plasma TV)
Document imagers
Smart Boards
Lab Equipment (Math and Science)
Measurement instruments (scales and calculators)
Desks (student and teacher)
Instructional Materials
Furniture
Musical instruments
Screens (in groups of 50)
Uniforms (band and athletics)
Protective equipment (sports)

Offices

Computers (CPU and monitor)
FAX machines
Printers
Scanners
External Hard Drives
Telephones
Furniture

Technology

Servers
Computers
Switches
Routers
Telephones
FAX machines
Audio/Visual equipment
Surveillance Systems

Cameras
Cell Phones
Document imagers
Software licenses
Two-way radios

Food Services

Utensils (in groups of 50 or more)
Pots and Pans
Stoves and Ovens
Microwave Ovens
Computers (CPU and monitor)
FAX machines

Library

Computers (CPU and monitor)
Audio/Visual equipment
Furniture (includes computer furniture)
Shelving
Library collections (Reference, Spanish, Fiction, Non-Fiction, Audio/Visual, Professional)

Process and Assignments

Maintenance Department

The Maintenance Director shall assign an individual(s) to inventory the listed items previously under Inventory List by Department (Maintenance Department). Hard copy inventory sheets will be handed out to all concerned individuals and completed. Completed sheets shall indicate whether there is an existing barcode or not. The inventory sheet shall indicate the number of any existing barcode. If any item does not have a barcode, the item shall be tagged with a barcode and noted on the inventory sheet at that time.

Campus Level

previously under Inventory List by Department (Classrooms). The Principals shall assign athletic personnel to inventory equipment pertaining to their respective sport or as assigned. Hard copy inventory sheets will be handed out to all concerned individuals and completed. Completed sheets shall indicate whether there is an existing barcode or not. The inventory sheet shall indicate the number of any existing barcode. If any item does not have a barcode, the item shall be tagged with a barcode and noted on the inventory sheet at that time.

Offices

Secretaries, staff, and other office support personnel will be responsible for taking an inventory of their respective work areas. Department heads may assign a staff member to inventory items for their own personal office. Items to be inventoried are listed above under Inventory List by Department (Offices). Hard copy inventory sheets will be handed out to all concerned individuals and completed. Completed sheets shall indicate whether there is an existing barcode or not. The inventory sheet shall indicate the number of any existing barcode. If any item does not have a barcode, the item shall be tagged with a barcode and noted on the inventory sheet at that time.

Technology

The Technology Director and the Network Administrator will be responsible for taking an inventory of the Main Distribution Facility and the Independent Distribution Facilities and other items listed under Inventory List by Department (Technology).). Hard copy inventory sheets will be handed out to all concerned individuals and completed. Completed sheets shall indicate whether there is an existing barcode or not. The inventory sheet shall indicate the number of any existing barcode. If any item does not have a barcode, the item shall tagged with a barcode and noted on the inventory sheet at that time.

Food Services

The Director of Food Services shall assign a staff member to inventory items listed under Inventory List by Department (Food Services). Hard copy inventory sheets will be handed out to all concerned individuals and completed. Completed sheets shall indicate whether there is an existing barcode or not. The inventory sheet shall indicate the number of any existing barcode. If any item does not have a barcode, the item shall tagged with a barcode and noted on the inventory sheet at that time.

Library

The Head Librarian (or assigned assistant) will be responsible for taking an inventory of the items listed under Inventory List by Department (Library). Hard copy inventory sheets will be handed out to all concerned individuals and completed. Completed sheets shall indicate whether there is an existing barcode or not. The inventory sheet shall indicate the number of any existing barcode. If any item does not have a barcode, the item shall tagged with a barcode and noted on the inventory sheet at that time.

Entering Data

All completed inventory forms will be forwarded to a designated individual from each department or campus. Principals and department heads will be responsible for identifying said individual. The designated individual will then be responsible for entering the information on the inventory sheets into the proper fields in RSCCC (Asset Management).

After a complete initial inventory has taken place, a district-wide inventory will take place twice a school year. The first shall be conducted during the first two weeks of the new school year. The second shall take place during the last two weeks of the school year.