

Procedures Regarding Inventory

New equipment

- A) Send a notice with your name and room number, name of item(s) and serial number to the Central Office.
- B) An assigned tag along with an updated printout will be sent to you.
- C) Securely attach the tag to the item(s). If there is not adequate space for the tag, then retain it in your files.

Change in location:

- A) Anytime equipment is relocated from it's original inventoried location, you must complete an **Equipment Relocation Request Form** and send it to the Central Office.
- B) Obtain all signatures prior to sending the form to the Central Office.

**** Note: All inventoried equipment is assigned to a room not a person.**

Discarding equipment

- A) **Complete an Equipment Deletion Request Form** if inventoried equipment is not repairable and/or is obsolete.
- B) Send completed form and inventory tag to the Central Office.
- C) Send the equipment along with a copy of the form to your campus secretary.
- D) The campus secretary will contact maintenance for pickup.
- E) Once an item is deleted from your inventory, you will receive an updated printout.