

### **Equipment Inventory Instructions:**

1. Check with department head or CTE coordinator for inventory spreadsheet.
2. Inventory big ticket items only. \$500 or more
3. Do not inventory computers purchased by “refresh”
4. If a teacher teaches in multiple rooms, they will complete a form for each classroom.
5. If there are multiple teachers who teach in one room, the department head can assign who is responsible for the inventory of that room.
6. Check against previous inventory to determine any missing equipment.
7. Update the spreadsheet based on purchases, equipment transfers, or disposal.

### **Spreadsheet column descriptor directions:**

1. School – use number. Ex: 710
2. Program: FACS, Business, Marketing, WBL, AG, Health Science, IT, CCA, Tech&Eng, Skilled&Tech
3. Teacher: Last name, first initial
4. Date Acquired: 4 digit year, 2 digit month Ex: 2012,02
5. Cost: Round up to nearest dollar Ex: \$555
6. Equipment condition - only put number 1 through 4
  - a. 1= running well
  - b. 2=running – needs repair
  - c. 3=broken – can be repaired
  - d. 4=broken-needs to be replaced
7. Date removed: 4 digit year, 2 digit month