



**Series** 1100: Technology, Data, Records, and Reporting

**Policy Name** Inventory Procedures

**Policy Number** 1111

**Origination Date** 11/1/2013

**Revision Date:** July 1, 2018

**Regulation**

**Attachments:**

**Policy** Communities Connected for Kids (CCKIDS) will perform annual and spot inventory checks at all locations. The annual inventory will be performed by the Information Technology staff. The spot inventory verifications will be performed by the Quality Management staff as they visit each service center.

**Procedure**

**1. Receipt of New Inventory Items**

When new items are received into inventory the Director of Information Technology

will enter these items into the system of record equipment data sheet. Upon completion an Asset Tag will be generated and placed on the new asset.

**2. Annual Inventory**

At least once a year the Director of Information Technology and/or designee will perform a fiscal inventory verifying that the items are in the location stated in Equipment data sheet. An Inventory Verification Report for all locations will be printed and used to verify the location of assets.

Discrepancies will be recorded on the report and returned to the Director of Information Technology. Equipment data sheet will be updated with the date of the inventory and the person performing the inventory.

**3. Spot Inventory**

The Quality Management department will perform spot inventories at each service center at least once a quarter. When a service center visit is scheduled the Director of Information Technology will go into Equipment data sheet and print off a "Inventory Verification Report" and give to the Director of Quality. The Inventory Verification Report will be returned to the Director of Information Technology noting any discrepancies. Equipment data sheet will be updated with the date of the inventory and the person performing the inventory.



#### **4. Disposal of Assets**

If an asset purchased with state funding is being disposed of the Director of Information Technology will email the Department of Children and Families with the asset information and request permission to dispose of. If the Department of Children and Families wants the assets back the equipment will be staged at a location for the Department of Children and Families to pick up. If permission is granted to dispose of the equipment, in the case of computer system, the hard drive will be erased and the operating system will be removed.

Approved: Carol Deloach

Carol A. Deloach, CEO

July 1, 2018