

# Inventory

- **To Remove Inventory Items:**
  - Complete the top portion of the Asset Disposal Request.
  - Forward request to Campus Asset Manager
  - Once Approval is granted, notify the District Inventory Clerk of Disposal Request
  - The Inventory Clerk or a designee of the Inventory clerk will schedule a time to retrieve the assets
  - Sign the bottom portion of the form at time of physical transfer
  - Distribute forms as indicated on the bottom
- **To Transfer Inventory Items:**
  - Complete the top portion of the Asset Transfer Request
  - Forward request to Campus Asset Manager
  - Once approval is granted, complete the physical transfer of items
  - Sign the bottom portion of the form at time of physical transfer
  - Distribute forms as indicated on the bottom
- **To Checkout Inventory Items:**
  - Complete the Asset Checkout and Responsibility Form.
  - Forward the request to the Campus Asset Manager
  - Once the Campus Asset Manager signs off on the checkout, the form will be forwarded to the District Inventory Clerk
  - The Inventory Clerk will verify the assigned value of the item and sign off on the checkout
  - Once all signatures are obtained the Asset Clerk will distribute the forms as indicated on the bottom

**Note: No physical transfers should be made until the Campus Asset Manager has approved it. Failure to comply with Inventory Procedures will result in disciplinary actions, up to and including termination.**

**Melissa Hall – District Fixed Asset Manager**

**Derrick Jackson – South Campus Fixed Asset Manager**

**Michelle Richardson – High School Campus Manager**