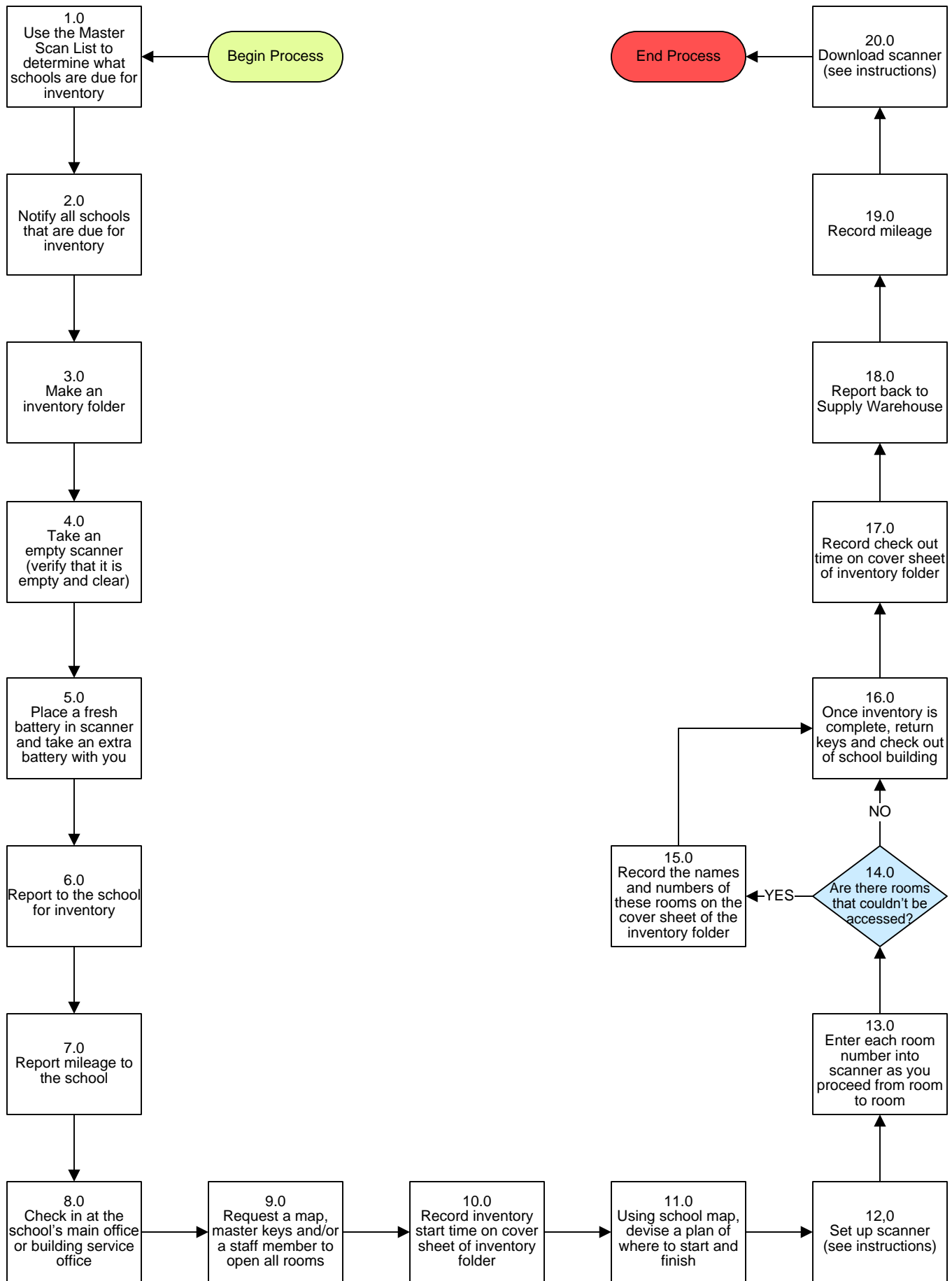


Property/Fixed Assets – Inventory Process



Property/Fixed Assets – Inventory Scanner Download Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Use the Master Scan List to determine what schools are due for inventory

Those that have not been inventoried in the past two years are due (80 to 100 schools).

Step 2.0: Notify all schools that are due for inventory

Summer letters are recommended because they provide schools enough time to determine a convenient date. We schedule a date if they do not choose one.

Step 3.0: Make an inventory folder

Use the following folder model to create each new folder:

<u>Outside front</u>	<u>Contents inside</u>
Cover sheet (see page 3)	Map of school
	Inventory run (with highlighted pending barcodes)
<u>Outside back</u>	Add sheets
Driving directions	Extra barcode stickers

Step 4.0: Take an empty scanner (verify that it is empty and clear)

Step 5.0: Place a fresh battery in scanner and take an extra battery with you

Make sure that the scanner has been on the charger.

Step 6.0: Report to the school for inventory

Step 7.0: Report mileage to the school

Step 8.0: Check in at school's main office or building service office

Step 9.0: Request a map, master keys and/or a staff member to open all rooms

Step 10.0: Record inventory start time on cover sheet of inventory folder

Step 11.0: Using school map, devise a plan of where to start and finish

Step 12.0: Enter each room number into scanner as you proceed from room to room

The following rooms should be included in the inventory:

All Classrooms	IMC	Main Office	Cafeteria	Closets
Portables	Building Services	PE	Outside Sheds	Music

Set up the scanner before you begin. See Scanner Set Up Instructions for further information.



To Details 2



Return to Key Process

Step 13.0: Are there rooms that couldn't be accessed?

If yes, proceed to Step 14.0. If no, skip to Step 15.0.

Step 14.0: Record the names and numbers of these rooms on the cover sheet of the inventory folder

Circle the room or room number(s) that could not be accessed on the map.

Step 15.0: Once inventory is complete, return keys and check out of school building

Step 16.0: Record check out time on cover sheet of inventory folder

Step 17.0: Report back to Supply Warehouse

Step 18.0: Record mileage

Scanner Set Up Instructions:

1. Turn power on
2. Press **Clear** to find Main Menu
3. Press Option 1 '**Collect Data**'
4. Press **Enter**
5. Press Option 2 '**Asset Data**'
6. Enter **Campus ID number** (3 digit school number)
7. Press **Enter**
8. Enter **Room ID:**
Room # for schools*
Department location for offices (5 digits)*
*See Inventory Cover Sheet for room number codes
9. Press **Enter**
10. **Scan barcode** (listen for beep) and **Quantity of 1** (ALWAYS enter 1)
*If you can't see or hear the beep, enter barcode manually
11. Press **Enter**
12. Proceed to next item for scanning and repeat through inventory
13. Next Room – Same as #8



To Details 3



Return to Key Process



Inventory Cover Sheet

School Number:

School Name:

Date:

Barcode Team(s)

A.

B.

C.

D.

E.

F.

Times

Start:

End:

Café Table Count:

Contact Person:

If there are any problems please call:

Property Control Specialist at 301-279-3245

Room Numbers

All Purpose Room = AP

Art Room (w/no #) = ART

Auditorium = AUD

Building Service & Shed = BS

Cafeteria/Kitchen = CAFE

Computer Lab = LAB

Gym Area = PE

Head Start Unit = HEAD

Media Center = IMC

Office Area = OFF

Special Education = SPED

Storage Closet = STOR

Computer Equipment and Mounted Items = Room #

All Other A/V Equipment in Room = IMC

580 North Stonestreet Avenue, Rockville, MD 20874

www.montgomeryschoolsmd.org/departments/materials

Phone: 301-279-3348 Fax: 301-279-4998



To Details 4



Return to Key Process

Scanner Download Instructions:

1. Download scanner into FAMP.
2. Check all quantity information to ensure that all quantities are set to 1.
3. Save as text (TXT) file under school's number.
Here's how:
 - a. Go to My Computer
 - b. Choose Departments on Lincoln – FS1: J
 - c. Choose Property Office Folder
 - d. Enter FY
 - e. Enter Inventories ? = fyear of inventory)
 - f. Choose folder with corresponding number (i.e. 333 goes in the folder marked 300)
4. Click Move Below
5. Sort by Barcode
6. Print
7. Once Scan Report is saved and printed, clear scanner
8. Match Scan Report to Inventory Report
Here's how:
 - a. If barcode number on the Scan Report matches the barcode number on the Inventory Report, mark a . next to the barcode number on the Scan Report
 - b. If a room number is different then mark on Scan Report RC for room change
 - c. If a barcode number is found on the Scan Report that is not on the Inventory Report, mark a – (it may be new or a transfer item).
 - d. If a barcode number is found on the Scan Report and the Inventory Report but has not been checked off, please do so
9. After matching is done, go through the Inventory Report and highlight boxes without a checkmark.
10. If school has gone Tech Mod, highlight columns with double vertical lines like this: **||** and write **||** = Tech Mod on the front of the master
11. Once boxes are highlighted go through and match the five-year real. Things that are five years old and older should be retired. Write on the bottom of each page (with red ink) how many R's there are.



To Details 5



Return to Key Process

12. After the R's are in place, write on the bottom of the page (in blue ink) how many highlighted boxes there are.
13. Once the Inventory Report is finished, write the following on a sticky note:
 Begin Inventory: (Marked as items on Inventory Report)
 Found: = (B x I) - (P x R) - (N x F)
 Not Found: (Sum of Blue Numbers)
 Pend Retire: (Sum of Red Numbers)

$$(B \times I) - (P \times R) = \frac{\text{Found}}{(B \times I) - (P \times R)} = \text{ ______ } \%$$
14. Go through and add up all red numbers at the bottom of the pages. This sum becomes the 'Pend Retire' number.
15. Go through and add all the Blue numbers. This sum becomes the 'Not Found' number.
16. Finish the formula on the sticky note and stick the note on the front of the Master Inventory Report. Place these reports in the School Inventory Folder.
17. Take the Scan Report and change all room numbers and barcode changes as marked.
18. Go through the Inventory Report and retire all barcodes marked with an R (for retire).
19. Find the Inventory Report for this school on the computer.
20. Open the report and re-save it as: (school number).mss (mms = missing report).
21. In the 'Check' (CK) column mark all missing items with an 'M' (missing items are the highlighted items that do not have R's).
22. Once all missing items are marked, sort the Inventory Report by check or CK column.
23. Once all the missing items are brought to the top, make the font color of these items red.
24. Add two blank rows under the last missing item row.
25. Formulate the sum of missing items and enter it in the first blank 'Cost' column box.
26. Formulate the total missing items and enter it in the first blank 'Tag Number' column box.
27. Send letter and Total Inventory Report to the school. (Sample attached)
28. If school loses the report, you may fax or PONY a copy to them with a cover sheet and another copy of the letter (Samples attached).



To Details 6



Return to Key Process



Department of
Materials Management



Action Required By: (Action Date Here)

MCPS **Montgomery County Public Schools**
 ROCKVILLE, MARYLAND

March 14, 2008

MEMORANDUM

To: **(Principal's Name Here)**
(School's Name Here)

From: Department of Materials Management Director

Questions Contact: Mr. John Ricketts, Property Control Specialist, 301-279-3245

Subject: Reconciliation of Furniture and Equipment Inventory

The staff of Supply and Property Management conducted a physical inventory of your school's equipment. After the process was completed, staff performed a reconciliation of that physical inventory against the centrally maintained records. Please find attached the **(Name of School Here) Total Inventory Report**. Please note the following information:

- o The equipment highlighted in RED on this report was NOT found.
- o The total number of missing items is **###** and the combined dollar value of these items is **\$0000.00**.
- o These items will be deleted from your inventory as LOST unless you indicate otherwise.
- o If an item is found, please note the room number of its location on the report.

Please verify this report and make any necessary corrections. Once you have reviewed the report and made all corrections, please sign the attached form. Return this report and signature page by email or PONY to Mr. John Ricketts, Property Control Specialist, Supply and Property Management, by **(Enter Action Required Date Here)**. An updated Inventory Report will be sent to you after your corrections have been made.

Thank you for your cooperation.

GRB:cfs
 Attachments

