

**RICHLAND COUNTY SCHOOL DISTRICT ONE
INVENTORY CONTROL OFFICER APPOINTMENT FORM**

DEPARTMENT OR SCHOOL	LOCATION CODE
DATE OF APPOINTMENT	NAME OF PRINCIPAL OR DEPARTMENT HEAD

PRINT OR TYPE NAME OF APPOINTEE

TITLE AND PHONE #

As an Inventory Control Officer you are to maintain accountability for all equipment issued to your location. In addition to complying with District property management policies, you will also be responsible for the following:

1. Timely and accurate recording of property transactions and maintenance of all related records;
2. Performing physical inventories of property as directed by the District;
3. Promptly identifying unserviceable, repairable, or excess property and reporting all changes to your property status to the Property Accounting Section, Financial Services Department;
4. Providing adequate safeguards and protection of property under your control.

I have read the survey procedures and understand that the unauthorized loss, damage or destruction of District property may result in the assessment of personnel actions to the applicable employee.

SIGNATURE OF PRINCIPAL OR DEPARTMENT HEAD	SIGNATURE OF INVENTORY CONTROL OFFICER
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