

SUMMARY OF PROPERTY PROCEDURES FOR INVENTORY CONTROL OFFICERS

An Inventory Control Officer is appointed by the Principal and is accountable for District property issued to a specific school.

1. Maintain a formal set of property accounting records that show the item and location of all property assigned to his/her school. (Refer to Section II-2 of the Property Manual provided by Financial Services)
2. Complete a Theft, Vandalism, Loss & Damage report (TVLD) (**See Appendixes B-1-2**) and the Investigation procedures for theft and lost property. Forward reports to Financial Services (Mail code 750) within 24 hours of notification of loss or damage. (Refer to Section III-5 of Property Manual.) Complete the addendum to the TVLD (**See Appendix B-3**) if the police report is not attached.
3. Ensure the Investigation Procedures for Theft and Loss Property are completed by the supervisor and forwarded to Financial Services within 24-48 hours of the realization of the occurrence.
4. Complete an Equipment Transfer Form (**See Appendix D-1**) when property is moved from one District location to another for more than 24 hours. This also includes surplus equipment transferred to the warehouse and equipment sent to the repair shop. A copy should be forwarded to Financial Services (Mail code 750) immediately. (Refer to Section V-2 of the Property Manual)
5. Record donated equipment on an Equipment Transfer Form (**See Appendix D-1**) and a Donation Form (**See Appendix F-1**). Forward a copy to Financial Services (Mail code 750). (Refer to Section III-6 of the Property Manual)
6. Complete and have employee sign the Employee Property Receipt Acknowledgement form (**See Appendix A-2**). As changes in property occur during the year, an updated Employee Property Receipt Acknowledgement form should be completed and signed.