



## Cleveland Heights-University Heights City Schools

### INVENTORY PROCESS

The Cleveland Heights-University Heights (CH-UH) City School District has a robust process for managing inventory:

- Items coded to USAS capital outlay (640) are delivered to the Delisle Center office of the District's Inventory and Scheduling Specialist.
- The Information Technology (IT) department maintains an inventory database managed by the District's Inventory and Scheduling Specialist. Equipment purchased through federal funds are listed by fund, cost center, PO#, equipment type (e.g., laptop, smart board), cost, building, assignment (building, classroom or staff member), and bar code #.
- The item is received, signed for and checked in. The Specialist ensures all items on the PO are accounted for and in working condition preparatory to the next step (for example, imaging a laptop or iPad for use by students or adult staff).
- The Specialist scans in or enters the information on an excel document and attaches to an electronic copy of the purchase order.
- The original green copy of the purchase order and packing slip are sent to accounts payable via inner office mail (when order is complete).
- The information is entered into the inventory database and two asset tags with unique identifier numbers and bar codes are created.
- The asset tags are physically attached to the equipment item.
- An IT work order is created in school dude for the equipment to be imaged, deployed, delivered and set up.
- CH-UH knows that any equipment purchased with federal funds must be used only for the purpose for which the funds were originally granted, and adheres to that requirement.