

Central Texas College Materials Management Policy and Procedures Manual	Policy No. 305 November 2006
Inventory Control Procedures	

I. GENERAL

The inventory account is a listing of all property valued at \$1,000 or more, including ancillary costs, and sensitive items, such as firearms, audio visual equipment, cameras , etc. This property will be identified as equipment by the Datatel Colleague system when the purchase request account number object code 56000, 56001, 56100, or 56101 is inserted by the requesting department. The guidance provided is the minimum required by the District and does not preclude managers from establishing more stringent controls over the property assigned to their departments.

II. DEPARTMENTAL HAND RECEIPTS

The Inventory Manager will issue a hand receipt for each operating department, generated from the Datatel Colleague inventory account. The responsible department or site representative will inventory the equipment listed, sign the inventory, and forward to the Inventory Manager. By signing the hand receipt the departmental or site representative acknowledges responsibility for the property listed thereon, acknowledges that all reasonable effort will be made to account for the equipment listed and accepts responsibility for its security.

Departmental hand receipts will be inventoried under two situations. First, holders will conduct a total inventory of their property every two years from a hand receipt generated by the Inventory Manager on the anniversary month of the last inventory, and secondly, whenever a hand receipt holder leaves their position a joint inventory will be conducted with the replacement person. When the inventory has been completed the hand receipt will be returned to the Inventory Manager for reconciliation. If the reconciliation does not identify the discrepancies by transfer, turn-in, salvage, sale, etc., the hand receipt holder will initiate a memorandum through channels to the Director of Business Services for a determination.

The Inventory Manager will periodically select a department and conduct a total inventory, in the case of small hand receipts; or a spot inventory, in the case of large hand receipts. The scheduling of these inventories will be such as to ensure that each hand receipt is inventoried once during the two-year interval between the holder inventories.

III. EQUIPMENT TAGGING

The Inventory Manager will cause all equipment valued at \$1,000 or more and sensitive items to be tagged and entered into the Inventory account. Entry into the account is accomplished by entering the tag number of the receiving screen and filling in all available information. The following actions should be taken for proper tagging of items of equipment:

- A. Place the property tag on the item. Be consistent in placing tags in the same place for all like items. On items with data plates or manufacturer serial numbers, place the tag as close to the data plate or serial number as possible.
- B. There may be exceptions to the above procedures pertaining to items locally purchased or shipped directly to C&I Campuses. In those instances, the following procedures will apply:
 - 1. Using the Purchase Order, Data Plate, or any other source of accurate information, complete the Property Tag Request Form (CTC Form 22).
 - 2. Campuses outside the state of Texas must forward a completed copy of CTC Form 22 to:

Central Texas College
Attn: Inventory Manager
P.O. Box 1800
Killeen, Texas 76540-1800

Property tags will be provided to departments and sites by the Inventory Manager.

As information is received, it will be posted to the inventory account and the appropriate hand receipt.

IV. TRANSFERRING OR MOVING PROPERTY

It is the responsibility of the hand receipt holder to notify the Inventory Manager prior to any property being transferred to another department; turned in to Technical Services or any vendor for repair, or having the property picked up and stored by Facilities Management. Unless the Inventory Manager is notified of any transfer, the property remains the responsibility of the hand receipt holder.

If you have property that is obsolete, unserviceable, etc. and you want it picked up by Facilities Management, you must send a completed Property Transfer Form (CTC Form 23) to the Inventory Manager listing all property to be picked up. Tag numbers must be listed opposite the item, if applicable.

After verifying property information, the Inventory Manager will initiate a work order with the Facilities Management Work Order section.