





Inventory PROCESSES















Overview

Properly maintaining inventory is an essential component to grant management and is key to successfully utilizing EANS funding. Please see the levels of inventory listed below to learn the what and how for our inventory processes!



IDOE & SIEC

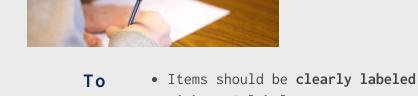




These are your smaller items such as headphones, cases, books, and other items that cost less, but can easily be lost. Please note that only items with a 1 year or longer shelf life need inventoried.







Inventory:

- with EANS label. • A numbering system with a check
- in and check out process highly recommended.
- Protections in place as needed for materials.
 - regularly.

• Counts should be done







expensive items, but items that do not meet the \$5,000 threshold per unit. These items should include things such as electronic devices, iPads, laptops, etc. This is also recommended for items that are frequently lost or stolen.







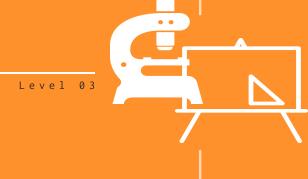
Inventory:

To



and defined. • Items should be clearly labeled

- with EANS label. • Items should be labeled with
- serial numbers for inventory purposes. • Items should be locked and **stored** when not in use.
- Check in and check out processes should be in place
- and regularly reviewed. • Extra safety precautions should be implemented as needed.





inventory processes. These can be things like smartboards, STEM equipment, or other equipment that exceed the established threshold.





Inventory:

To

This should be your highest level of inventory with clear guidance and processes. • Items are expected to be

label. • Items are expected to be labeled with serial numbers that correspond to inventory

labeled with appropriate EANS

- listings. • Inventory listings are expected
- to be clearly listed as EANS Inventory and include **serial** number, source of purchase, and date of purchase. • Items are expected to
- be accounted for at all times. • Items should be locked and stored when not in use.
 - protections should be implemented as necessary.

• Necessary safe guards and



Questions?

email!

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