


MEMORANDUM

Date: March 14, 2019
To: Inventory Agents
Assistant Superintendents
From: Nic Hoogeveen 
RE: Program Inventory

Butte County Office of Education (BCOE) is required by law to maintain an inventory list of equipment. Your assistance is needed to verify and update the list that is on file for your program.

Inventory is defined as anything with an original cost between \$500 and \$5,000 for federal programs. For non-federal programs, inventory is defined as anything with an original cost between \$500 and \$50,000. BCOE has also chosen to track all items with an independent power source, regardless of cost. Inventory may consist of equipment, furniture, computers, iPads, etc.

A physical inventory must be taken no later than Wednesday, May 1st by each Inventory Agent. Fiscal Services has developed a checklist to assist in taking physical inventory; see page two of this memo for the checklist with brief descriptions.

If any inventory items are missing identification tags, contact Financial Services at financialservices@bcoe.org to request replacement tags. Once the physical inventory is complete, the Inventory Agent or other designated staff will need to update Escape with any new information. The deadline to complete inventory updates within Escape is May 15th. Fiscal Services will conduct a sample verification of the physical inventory count after May 15th.

Training for inventory was provided on January 24th and March 12th & 14th, 2019. Training materials can be found [here](#). Additional trainings may be offered if there is sufficient demand.

Contact Kara Haddock (khaddock@bcoe.org) in the Financial Services department for any additional assistance.

FS-1819-059

cc: Mary Sakuma, Butte County Superintendent
Lisa Anderson, Senior Director of Fiscal Services

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BCOE Physical Inventory Checklist

For ALL inventory items, the following fields must be verified on the Physical Inventory Worksheet (FA03) and/or Fixed Asset List (FA01) and updated within the Escape software:

Location – Physical location of the item

Room – Room number or area description

Tag # – Number found on BCOE identification tag

Group – i.e. Technology, Equipment, Furniture, Keys, etc.

Category – Sub-category of group, i.e. (for Technology) Laptop, Printer, Fax, etc.

Serial # – N/A if not applicable

Manufacturer/Model Number – Manufacturer/Model, i.e. Dell Latitude E5770

Status Comment – Item's CONDITION: NEW, EXCL (Excellent), GOOD, FAIR or POOR

Department – Responsible department

Responsibility Code – Manager code of the Responsible Employee's immediate supervisor

Status – Active or Disposed, not Pending

Unit Cost – Includes shipping, taxes and all acquisition fees

Responsible Employee – Person using equipment. *Please contact Financial Services for employee assignment/re-assignment.*

Inventory Date – Date of physical inventory. This will be created when the inventory updates are posted in the Escape inventory module.

Please note: Financial Services does not require the retention of any documents. This will be at the program manager's discretion and will be retained within the program.