



East Cleveland City Schools

INVENTORY PROCESS

The East Cleveland City School District (ECCSD) has a robust process for managing inventory:

- Items coded to USAS capital outlay (640) are delivered to the Administration Building .
- The Information Technology (IT) department maintains an inventory database. 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. 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).
- Items are scanned in or entered on an Excel document and attaches to an electronic copy of the purchase order.
- 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.
- ECCSD 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.

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