

# **Garnet Career Center Instructional Equipment Inventory Procedure**

## Goals & Objectives

Garnet has an inventory procedure to maintain a current inventory list of all equipment utilized throughout the school. It is imperative the school keeps an accurate inventory of all computer/technology equipment in the building. It is also important to keep an up-to-date inventory of any other instructional equipment in the classrooms.

## Overview

Computer Equipment: The Kanawha County Schools Information Technology personnel supply the school with an Excel Worksheet each school year to track any new purchases or disposal of computer-related equipment.

Instructional Equipment (not computers): Each department is required to keep a current inventory of all non-computer equipment utilized in the classrooms. The department chair is allowed to develop their own system for updating and maintaining this ongoing inventory list of all such materials. Examples of such items are: medical mannequins; EKG equipment; tire changer; etc.

## Procedure

1. Any type of electronic (computer) equipment that is purchased is done so through the school technology specialist in conjunction with the Information Technology supervisor at Kanawha County Schools.
2. The school technology specialist is responsible for tagging and recording each piece of electronic equipment individually and maintaining a complete up-to-date inventory list.
3. The inventory system shall be developed by the Office of Supply Management in close cooperation with the Office of Information Systems and the administrators in the several schools and locations related to the administration and operation of the schools.

## Personnel Responsible

The school technology specialist records the purchase of all new computer-related equipment and disposal of old equipment on the Excel worksheet provided by KCS Information Technology personnel. Each department chair is responsible for inventory of any other non-computer related equipment in their department.

## Evaluation

The principal will determine if department chairs have kept an accurate inventory of all non-computer/instructional equipment. The school technology specialist will keep the computer equipment inventory up-to-date and submit the final inventory to the principal and KCS Information Technology personnel at the end of the school year.