Inventory Control

HRBRRD - Equipment Tagging - Procedure

Each site has a designated Sr AA that is responsible for tagging equipment **within 24 hours of receipt** and completing the Expenditure Request sheet for submittal to Albany Accounting for entry into the Equipment Inventory spreadsheet.

Items/Equipment to be tagged includes: Computers, Furniture, Office/Computer equipment, Printers with a cost of greater than $250.00.

Ordering Tags:
- To order equipment tags, the inventory contact should call Albany/Watertown accounting.

Tagging Equipment:
- All equipment greater than $250.00, should be tagged (in a visible, central part of the equipment) **within 24 hours of receipt**. Even if the item is to remain in its box for some time before use, it should be opened and inspected, tagged, and the necessary Expenditure Request sheet provided to Albany Accounting within 24 hours of receipt.

- Required identifying information for Albany input into the Equipment Inventory spreadsheet includes:
  o Tag Number
  o Date Received
  o Total Cost
  o Location
  o Custodian/User
  o Model
  o Manufacturer
  o Description

- Equipment less than $250 may be tagged at the discretion of the local Area Administrator or Manager. Identifying information for Albany Accounting input into the Equipment Inventory spreadsheet includes:
  o Tag Number
  o Date Received
  o Total Cost
  o Location
  o Custodian/User
  o Model
  o Manufacturer
  o Description

Annual Inventory:
- Each location shall perform a complete annual inventory to be completed by no later than March 31.