



## Inventory Policy

The inventory policy establishes a process for the recording, identification, and accountability of all MCS-owned furnishings, and movable equipment items having a minimum cost of \$25.00, or a life expectancy of over two years.

MCS shall utilize a property and equipment control system (PECS) to detail the particular identification of the property or equipment and its costs, its depreciation, its assignment, and its location on campus. This policy requires:

- All equipment shall be identified by an MCS stamp or mark and marking of a federal or state program as appropriate.
- PECS records shall be maintained for each item of equipment identified by location and type (see below).
- Annual inventories shall be taken of all items of equipment placed under MCS inventory control.
- No item of equipment shall be permitted to leave the campus without a written agreement signed by the MCS Director or designee.

MCS staff shall declare personal property in their classroom or on the MCS campus using the MCS Personal Property Declaration form.

Generally, all equipment purchased by MCS must be placed under the MCS property and equipment control system. Items with serial numbers will be noted as such upon purchase and annual inventory.

When new equipment is purchased, MCS shall verify that the item description is that of the item purchased and recorded on the MCS property and equipment inventory by the Administrative Assistant. MCS inventory shall include:

- Category
- Item name
- Item description
- Serial or manufacturer identification number
- Funding source (e.g. program, federal, or state funds)
- Purchase date
- Cost
- Location on MCS campus
- Condition
- Date inventory recorded
- Disposal date (if applicable)
- Disposal sale price (if applicable)



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Annual inventory verification will take place prior to the first day of instruction and by the last teacher/staff agreement date. The MCS employee conducting the inventory will note their name and date on the inventory sheet. Item status changes are to be reported on the inventory form as they occur. The administrative assistant will update the digital inventory to reflect any changes noted by the staff member conducting the inventory. If an item is missing or believed to be stolen, this must be reported, in writing, immediately to the MCS Director.