

### Classroom Inventory Procedures:

All non-consumable supplies and equipment must be included in the staff inventory listing. All inventory, except athletics, are located in the shared directory and can be found by following the path: S:\Teachers\Inventories. Your folder is labeled with your name.

1. You can save all changes to the same folder and with the same name. You may want to use the Save As command to save the file with a new name. Using the school year in the new file name may be one way to designate the previous year's file with the current year's file.
2. Directories will be available all year; you can update them throughout the year.
3. You can edit, add or delete inventory items as needed. When finished, save the file.
4. Enter or change the name and room location in the appropriate cells if necessary.
5. If there are items to discard, delete them from the inventory file. Enter the discarded inventory information on the discard form; then print the discard form and give it to your building principal. **Save the discard file in your folder and send the file via email to the business manager at susan.johnson@k12.sd.us.**
6. If inventory listed on your file will be going to or is located in another staff member's room, please make sure that person knows to add it to his/her inventory.
7. Print a hard copy of the inventory. Sign and date the hard copy and give it to your building principal.
8. If needed, to start a new inventory use the Inventory Blank file located in the Shared directory.
9. Mr. Deurmier will inventory all computer hardware.
10. List all the software on the software inventory spreadsheet. Print a hard copy of the software inventory; sign and date the hard copy and give it to your building principal.

**All athletic inventories should be reported to the athletic director and should be reported in the electronic inventory system maintained by the AD.**

**Your cooperation is greatly appreciated.**