

## District Inventory

The district will be use the same inventory program as last year. It is part of the work order program we are already using (Bluechalk Applications).

To use the new inventory program:

- Use the same shortcut you use for the work order program or use a web browser and enter the address [www.bluechalkapps.com](http://www.bluechalkapps.com).
- Use your Novell login and password (the one you enter when turning on your computer) and use the Org Code pvmo.
- Click on Classroom Inventory System and click on Enter an Inventory Item on the Inventory Screen.
- Select an Item Type from the drop down menu. The Item Type will be at the top of the next screen where you will select a building from the drop down menu.
- For a furniture or equipment item you will type a name for the item such as teacher desk, file cabinet, or student desk (do not type in your name in the blank for name this is the name of the item “desk”). Enter the number of items originally purchased and the number you still have, enter the funding source normally building budget unless item was purchased through a grant. The rest of the items are entered as needed. Some may not be needed (serial and model number) and some you may not know such as an item that is already on the inventory you may not know the purchase date.
- In the details section you can list items which are aggregated together (this is not required).
- When you are finished click submit. The item will show on the inventory screen and you may enter another inventory item if needed.
- For a book you use the same procedure entering the appropriate information. This inventory program is available by using the Internet from any location. If you have problems using the program tell the Technology Specialist in your building so that we can help you successfully enter your inventory.

## Entering Inventory Guidelines

1. Three main groups of inventory items Books, Supplies, and Equipment/Furniture
2. Item more than \$300 will be listed as Equipment
3. Furniture item will be items normally considered furniture such as desks and file cabinets.
4. Items between \$50 and \$300 will be listed as supplies; item less than \$50 will not be listed individually
5. Staff will list desk supplies for \$150 and not list individual items on and in their desk (this will not include typewriters, computers, and large calculators)
6. Assorted books in room (fiction, sample textbooks, old textbooks) will be listed in aggregate such as 50 paperback books @ \$2.00 each.

7. Instructional media and games (DVD, tapes, games, computer programs) can be listed in aggregate with titles in details section or listed separately if expensive
8. List computer, monitor, and printer separately do not list keyboard and mouse
9. Personal items will not be covered under school insurance. They are not to be listed on the district inventory.