

## Fixed Assets

Annual Fixed Asset Physical Inventory
Warehouse contacts school/department to determine which day works best during the scheduled inventory month.
An appointment will be sent in Outlook to the secretary or tech person at the site once the date is set.
Site sends an email to all staff prior to the date of the inventory to inform them warehouse personnel will be going through each room to scan assets. Staff should bring any assets that may be off-site that day as well as take out any assets that may be hidden in cabinets and drawers.
After the initial scan, warehouse personnel will return to the site to attempt to locate any assets that were not located on the day of inventory. Warehouse will also replace any barcodes that were missing or damaged.
Once these two attempts to locate the assets have been completed, warehouse personnel will enlist the help of the school or department to locate any remaining assets.

- ***If the school/department purchases any fixed asset that is delivered directly to the school or is picked up by a staff member then it becomes necessary to contact the warehouse so the item(s) can be tagged and recorded in the database.***

