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## **PURCHASING ACCOUNTABLE ITEMS PROCEDURE (PUR-P008)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for ordering and receiving equipment required to be inventoried when the order is placed by an employee outside of the school or department receiving the order.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Property Control Officer, Warehouse Foreman and Inventory Control Representatives

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer (CFO)

### **4.0 DEFINITIONS:**

- 4.1 **Accountable Item:** All facilities, equipment and vehicles with an acquisition value of at least \$5,000.00, all real property and those items identified as "sensitive equipment" by the Chief Financial Officer, will be considered accountable items and recorded in the inventory system regardless of funding source.
- 4.2 **Sensitive Equipment:** The following equipment with an acquisition value of at least \$500.00: band/music instruments, cameras (all), 2-way radios, printers, scanners and computers.

### **5.0 PROCEDURE:**

- 5.1 An order for an accountable item is placed in accordance with the Purchase Order Procedure (ref. [PUR-P002](#)).
  - 5.1.1 If the order is for multiple schools/locations, the Warehouse Foreman is listed as the receiver and the name of the employee placing the order is also included in the receiver field on the purchase requisition.
    - 5.1.1.1 The distribution by facility is listed in the description field.
  - 5.1.2 If the order is for a single school/location, that facility is listed as the receiver and the name of the employee placing the order is also included in the receiver field on the purchase requisition.
- 5.2 After the purchase order is approved, the employee placing the order forwards a copy of the purchase requisition to the Inventory Control Representative at the facilities destination to advise them of impending deliveries.
- 5.3 Orders received at the Warehouse for multiple facilities are delivered with a copy of the receiver report (ref. ACC-F001) that is given to the Inventory Control Representative.
  - 5.3.1 The Inventory Control Representative compares the requisition, the receiver report and the delivery when acknowledging receipt from the Warehouse.
- 5.4 The Inventory Control Representative completes an Equipment Acquisition Form (ref. [INV-F006](#)) in accordance with the Property Inventory Control Procedure (ref. [INV-P001](#)).



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### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Property Inventory Control ([INV-P001](#))
- 6.2 Inventory Control Equipment Acquisition ([INV-F006](#))
- 6.3 Purchase Order ([PUR-P002](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None.

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/04		Initial Release

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of Procedure \*\*\***

