

Materials and Supply Inventory Criteria:

Count all supply items that are:

1. Considered consumable items that are available for immediate and future use by department.
2. Located in a supply closet, shed or on a shelf, or equivalent location.
3. The supervisor must proof for accuracy and approve the inventory by signing off in the appropriate box.

Asset Inventory Valued between \$25 and \$5000 Criteria:

Count all inventory items that are:

1. Considered equipment or furniture items that are either in currently use or available for future use by department.
2. Located in the office, a vehicle, a shed or on a shelf, or equivalent location.
3. Valued at \$25.00 or more individually or easily counted together and cost at least \$25.00.
4. The supervisor must proof for accuracy and approve the inventory by signing off in the appropriate box.

Fixed Asset Inventory Criteria:

Count all inventory items that are:

1. Considered equipment or furniture items that are either in use currently or available for future use by department.
2. Located in the office, a vehicle, a shed or on a shelf, or equivalent location.
3. Valued at \$5000.00 or more. Items purchased as a system should be reported as such with a Listing of major components.
4. The supervisor must proof for accuracy and approve the inventory by signing off in the appropriate box.