

New Inventory guidelines for Local Schools as of 04/17/2023

Technology items

All technology items will be purchased thru our Technology department.

These items will be coded as a **495 only**, no matter what kind of technology item it may be. **Control Numbers** for these items will be assigned by Technology, unless its over \$5000, then control number comes from Finance Department (Deirdre Denning).

See attached: flow chart and list of technology items

**** No Technology purchases through Amazon.**

Other items (Non-Federal Dollars):

Any other item that does not exceed **\$2,500.00** per item will either be coded to: 411, 419, or 489. (they will not need a control number).

Other items (Federal Dollars):

Any other item that does not exceed **\$500.00** per item will either be coded to: 411, 419, or 489. (they will not need a control number).

Other items (Non-Federal Dollars):

For items over **\$2,500.00** that are not technology related, you will code them to the correct code listed in your manual (491,492, 493.494, etc.) and get the inventory number from Deirdre Denning. **You will not use the code 495 for these items at all.**

Other items (Federal Dollars):

For items over \$500.00 that are not technology related, you will code them to the correct code listed in your manual (491,492, 493.494, etc.) and get the inventory number from Deirdre Denning. **You will not use the code 495 for these items at all.**

Fixed Assets

ALL items over \$5,000.00 are fixed assets and coded as 500 to 599. You will get the inventory number from Deirdre Denning.