

Attachment F-8

**Inventory Systems and Schedule**

Property, Materials, Equipment, Furnishings

Type	Written Report	Physical Inventory	Report Includes	Notes
Fixed Assets	Annually	Every 3 years	Purchase value, serial # (if applicable), date item purchased, date placed into service, description, packing slips, invoices, warranties	
Library Materials	Annually	Annually	Lost, stolen, damaged, no longer useable, out of date, result of disposition	Unique identification codes
Electronic Items	Annually	Annually	Lost, stolen, damaged, no longer useable, out of date, result of disposition	Unique identification codes
Furnishings	Every other year (odd number year)	Every two years	Descriptions, result of disposition	