

## Attachment F-13 Inventory Systems and Schedule

### Property, Materials, Equipment, Furnishings

| <b>Type</b>       | <b>Written Report</b>              | <b>Physical Inventory</b> | <b>Report Includes</b>  | <b>Notes</b>                |
|-------------------|------------------------------------|---------------------------|---|-----------------------------|
| 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Materials | Annually                           | Annually                  | Lost, stolen, damaged, no longer useable, out of date, result of disposition  | Unique identification codes |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Items  | Annually                           | Annually                  | Lost, stolen, damaged, no longer useable, out of date, result of disposition  | Unique identification codes |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   |                             |