

NON-CAP INVENTORY INSTRUCTIONS

The link provided will take you to the School/Department Annual Physical Inventory of Non-Capital Items sheet (PUR006) that is used to record all the items (non-capital) in your classroom/work area. This form can be found under Purchasing Department or at the link provided below.

<http://keysschools.schoolfusion.us/modules/cms/pages.phtml?pageid=160311&sessionid=0a803345f1099d769ee42795e8d615d3=fee66d9718ec426788db5d7a2638d9f3&sessionid=0a803345f1099d769ee42795e8d615d3=fee66d9718ec426788db5d7a2638d9f3#Purchasing>

Non-Capital items would include such items as; **student desks, computer desks, teacher desks, student and teacher chairs, computers, ipads, computer monitors, printers, camera, shredder, televisions, kits, manipulatives, VCR's, etc.**

Any items that are in your room that do not have a BPI barcode sticker would be considered non-capital property.

PLEASE FILL OUT THE FORM COMPLETELY. INCLUDE THE QUANTITY, DESCRIPTION, SERIAL NUMBER (if available) AND THE CONDITION OF THE ITEM(S) AS SPECIFIED. Do not list ***personal property*** that you have in your room on this form. If you have personal property in your classroom you should remove it prior to leaving for the summer. (Note: Personal property should be clearly marked as such before bringing it into the school.)

The verifier should be a grade-level representative/team leader and the occupant of the room is the counter.

After the inventory is complete, please have your **grade-level representative/team leader** sign off on the line marked "Verifier's Signature".

There will be a separate print out sheet for your classroom that you will receive the school site administrator which lists the CAPITALIZED ITEMS (those with a value \$1000.00 or more) You must fill out the Condition (CND) of the item and you must also **VERIFY THE BPI NUMBER IS CORRECT THAT IS ON THE PRINTOUT AND ACTUALLY MATCHES THE ITEM IN YOUR CLASSROOM.** *For example: Your printout may show an Asset number of 00086075 for a computer- you must check the computer and match the number. As you know, items are moved throughout the year. If the number doesn't match, then write the asset number of the computer that IS in your room.* Doing so will ensure the items are in the correct location and documented in accordance with Chapter 274 of the Florida Statute.