

Division of Youth Rehabilitative Services

<b>Chapter 3:</b> Fiscal, Accounting & Procurement	<b>Policy #</b> 3.7	<b>Page:</b> 1 of 1
<b>Subject:</b> Inventory Control	<b>Standards:</b> ACA: 4-JCF-6B-09, 3-JDF-1B-14, Delaware Budget and Accounting Manual	
<b>Effective Date:</b> 9/10/09	<b>Revised:</b> 5/1/14	

- I. PURPOSE: To ensure there are guidelines and a process for the tracking of state purchased property.
  
- II. POLICY: Accountability for all program property and supplies shall be provided by a tracking system.
  
- III. PROCEDURES:
  - A. Inventory: All program property shall be inventoried.
    1. Storerooms shall be inventoried as needed and at least once annually.
    2. Minor equipment and furnishings, with values of at least \$200.00 but less than \$1,000.00, shall be inventoried at least annually.
    3. Equipment with current values of \$1,000.00 or more shall be inventoried by the facility/unit administrator at least annually. Records of this property shall be maintained in the administrators' offices.
  
  - B. Inventory Discrepancy: When a discrepancy is noted, a written report shall be completed and forwarded to the Division Director for review and initiation of appropriate action. Typically, this shall include:
    1. A listing of any item(s) not located.
    2. A listing of any item(s) not recorded on the inventory records.
  
  - C. Property Disposal: When an item is no longer needed in a particular section or is determined damaged beyond repair, a written report shall be submitted to the facility/unit administrator for appropriate action. Compliance with state policy is required if disposing of state purchased furniture etc.

Review Date:	Reviewed By:
4/30/14	<i>Nancy S. Dwyer</i>