

PROCUREMENT AND CONTRACTS

February 2, 2012

INVENTORIES

BP 3440

Policy adopted: September 12, 1995

A. The District must maintain an inventory for the following:

1. All items valued in excess of \$500.
2. All items purchased with federal funds or matching non-federal funds at a unit cost of \$300 or more.

AR 3440 (Business and Noninstructional Operations):

Regulation approved: September 12, 1995

Each site administrator or designee shall maintain an inventory of all equipment. The following information must be recorded:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source (grant source and grant title).
5. Purpose for which the purchase was made.
6. Current use, condition and location.
7. Date on which inventory information was verified.

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

All equipment purchased with federal funds or nonfederal matching funds shall be labeled with the District's name and an equipment or inventory control number.

The date and mode of disposal of all equipment removed from the inventory shall also be recorded.

The District shall secure State Department of Education approval before removing vocational education equipment.

Copies of the inventory shall be kept at the District office and school site.

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MANDATORY BLANKET ORDER PROCEDURE:

Items that are routinely purchased using object code 4310 should be placed on a blanket purchase order.

The purpose of a blanket purchase order is to consolidate frequent and repetitive purchases from a single vendor. Under no circumstance may an item **that exceeds \$499.99 per unit (including applicable sales tax) be purchased using a blanket purchase order (this dollar threshold requires the use of the object code 4400-equipment).**

Compliance with this mandatory procedure will be monitored to ensure that proper use of blanket purchase orders is being adhered to.

PASADENA UNIFIED SCHOOL DISTRICT

PROCUREMENT CONTRACTS

FIXED ASSET FORM

Date Received:		Asset Tag #:
Received By:		
School / Location:		

PO #: _____
Vendor: _____
Manufacturer: _____
Model #: _____
Serial #: _____
Cost \$: _____
Funding Source: _____
Building: _____
Room #: _____

Item Description: _____

FIXED ASSET FORM

Date Received:		Asset Tag #:
Received By:		
School / Location:		

PO #: _____
Vendor: _____
Manufacturer: _____
Model #: _____
Serial #: _____
Cost \$: _____
Funding Source: _____
Building: _____
Room #: _____

Item Description: _____

Upon receipt of equipment, forward the completed form to Procurement, Room 102 Attn:Verenice R.