

Inventory Procedures and Contacts

Board Policy 3320-Capital Asset (Fixed Assets)

<http://www.nhcs.net/policies/series3000/3320.pdf>

Board Policy 4000-Support Services Goals (Property Maintenance)

<http://www.nhcs.net/policies/series4000/4000.pdf>

Board Policy 4230-Property, Resource Management (Inventory)

<http://www.nhcs.net/policies/series4000/4230.pdf>

Board Policy 4600-Disposition of Property (Surplus):

<http://www.nhcs.net/policies/series4000/4600.pdf>

Specific Inventory Information and contacts:

Inventory Category	Contact	Information location
Fixed Asset Inventory	Finance Department	On the Finance Webpage, http://www.nhcs.net/finance/manuals.htm Fixed Asset Forms under the forms section, Fixed Asset Procedures in the Budget Manual.
Technology Inventory	Technology Department	On the Technology Webpage: http://www.nhcs.net/technology/Policies_procedures.html Forms on the webpage, instructions emailed to technology staff.
Textbook Inventory	Purchasing Department	On the Purchasing webpage for inventory. Click on the textbook button on the left. http://www.nhcs.net/purchasing/ On the Finance webpage for textbook funding. Click on the Budget Manual: http://www.nhcs.net/finance/manuals.htm
Key/ID badge procedures	Maintenance Operations Department	On the Maintenance Department webpage under Building Access procedures, you will need your network log in to access: http://www.nhcs.net/maintenance/
Other Inventory Procedures	Guidelines for all inventory procedures	On the Internal Audit Webpage: http://www.nhcs.net/auditor/