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SOP Owner	Leonard Chance IV	Approval	
SOP Name	Audit Inventory Annually		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to establish a uniform process for verifying the physical location of technology assets purchased by CFISD.

2. Scope

This procedure is for any district staff member that needs to verify the location of inventory.


3. Prerequisites

Following the Process for Purchasing Technology.

4. Responsibilities


The Technology Services Assets Team is responsible for communicating the inventory schedule, training Technology Service Technicians, and providing reporting of results.

The Technology Service Technician is responsible for following the inventory taking schedule, guidelines, requesting replacement tags, reporting lots/stolen/damaged inventory, and reconciling all missing and misplaced inventory.

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5. Procedure

#	Step	Responsibility
1	Technology Services Assets Team will provide a schedule and due date to each school and coordinate communication with the campus principal.	Technology Services Assets Team
2	The Principal will verify the project plan and staff responsible (Technology Service Technician) for performing the physical inventory of technology assets under their stewardship.	Principal/ Technology Service Technician
3	The Technology Service Technician will use TIPWeb-IT ROOM AUDITS to verify the building and room location of all technology assets on the campuses inventory listing.	Technology Service Technician
4	Inventory completed after due dates will result in a negative evaluation for the Technology Service Technician as well as delayed replacements of technology assets without an updated physical inventory listing in TIPWeb-IT.	Technology Service Technician
5	The Technology Service Technician is responsible for reconciling all inventory discrepancies (missing and misplaced) found as a result of the physical inventory in TIPWeb-IT according to the schedule provided by Technology Services Assets Team.	Technology Service Technician/ Technology Services Assets Team
6	The Technology Service Technician is responsible for following the Process for Recording Lost/Missing Equipment, if necessary.	Technology Service Technician

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7	The Technology Service Technician is responsible for requesting replacement asset tags with an iSupport ticket to Technology Services Assets Team, if necessary.	Technology Service Technician/ Technology Services Assets Team
8	The Technology Services Assets Team will produce a building inventory Principal Acknowledgement Form and full tag export of all inventory results for verification according to the schedule provided to the Principal.	Technology Services Assets Team