

Division of Youth Rehabilitative Services

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