



# Inventory PROCESSES



## Overview

Properly maintaining inventory is an essential component to grant management and is key to successfully utilizing EANS funding. Please see the levels of inventory listed below to learn the what and how for our inventory processes!

Level 01 Processes

### Level 01 Inventory

These are your smaller items such as headphones, cases, books, and other items that cost less, but can easily be lost. Please note that only items with a 1 year or longer shelf life need inventoried.

Level 02 Processes

### To Inventory:

- Items should be **clearly labeled with EANS label.**
- A numbering system with a check in and check out process highly recommended.
- Protections in place as needed for materials.
- Counts should be done regularly.

Level 02 Processes

### Level 02 Inventory

These are your slightly more expensive items, but items that do not meet the \$5,000 threshold per unit. These items should include things such as electronic devices, iPads, laptops, etc. This is also recommended for items that are frequently lost or stolen.

Level 03 Processes

### To Inventory:

Processes should be more concrete and defined.

- Items should be **clearly labeled with EANS label.**
- Items should be **labeled with serial numbers for inventory purposes.**
- Items should be **locked and stored** when not in use.
- **Check in and check out processes** should be in place and regularly reviewed.
- Extra safety precautions should be implemented as needed.

Level 03 Processes

### Level 03 Inventory

These are you items that exceed the \$5,000 threshold per unit item and must abide by specific inventory processes. These can be things like smartboards, STEM equipment, or other equipment that exceed the established threshold.

Level 03 Processes

### To Inventory:

This should be your highest level of inventory with clear guidance and processes.

- Items are expected to be **labeled with appropriate EANS label.**
- Items are expected to be **labeled with serial numbers** that correspond to inventory listings.
- Inventory listings are expected to be clearly listed as EANS Inventory and include **serial number, source of purchase, and date of purchase.**
- Items are expected to be accounted for at all times.
- Items should be **locked and stored** when not in use.
- Necessary safe guards and protections should be implemented as necessary.

### Questions?

Click a logo below to link to a contact email!