Powell County Schools

Current Inventory Process

In August of each school year, we print a copy of the inventory from the previous school year.  We then begin at one school and travel to every room in the building.  My boss requires me to “eyeball” either the serial number or the asset tag number for every device.

These include:

Computers

Projectors

Laptops

Document Cameras

Mobile devices (LearnPad, iPad, etc.)

Smartboards/MondoPads

Sound Systems

Digital Cameras/Digital Camcorders

“Clickers”

Cellphones

I compare what I find with the inventory spreadsheet to note the asset tag numbers (or serial numbers) and correct any building/teacher information.  After covering an entire building, I then begin the search for the machines that “should be in the building” but are not - for one reason or another.

After I am pretty darn positive that I have found everything in the building, I go back to my office and begin the long laborious process of reconciling what I found to what should be.  Then I begin the process at the next building.

When a new piece of equipment is needed for any building, the purchase goes through the technology department.  When the order arrives, everything is inventoried, tagged and added to the correct spreadsheet before placing it in a building.

The spreadsheet I am sending is for the smallest school in the district.

All other schools/buildings have the same format for each tab in the spreadsheet.