CISD VEHICLE INVENTORY POOL

*PHYSICAL COUNT PROCESS*

Vehicle Pool Inventories to be counted and reconciled semi – annually.

Assistant director will provide *start date* and *due date* to coordinators of when inventories are to be conducted.

Coordinators will plan with their supervisors to ensure needed paperwork is accessed and provided to supervisors in PDF format.

Duties-

*Driver*- Count items in front of supervisor.

*Supervisor*- Verify, document, reconcile ethically or suggest plan for coordinator approval, scan and send inventories to coordinator.

*Coordinator*- Review, approve/dissaprove reconcilation recommendations. Report findings to assistant director.

*Assistant Director*- Review and approve/disapprove reccomendations if necessary. Send report to director and finance department.

1. Prior to count

* Assigned driver of vehicle: complete and confirm items in your inventory are accurately issued from assigned truck pool to work order using *New Issue Transaction* in MaintenanceDirect*.*

1. Day of count

* Supervisor of driver acquires report dated same day as inventory using *Print My Inventory* from SchoolDude InventoryDirect.
* Supervisor and driver conduct a physical count and inventory of vehicle. Supervisor notes on printed report the *actual/physcial* count.
* Supervisor reconciles ethically the *actual/physcial* count against the *Print My Inventory* using these methods:
  1. Positive adjustments to be added to truck pool inventory.
  2. Negative adjustments to be verified via old work order review if possible.
* After the physcial count the driver initials each hand written number of Supervisor. Supervisor signs and dates each sheet.
* Supervisor to scan and send inventories to coordinator with suggested plan for reconcilation of numbers if unable to using methods above.
* Coordinator- Review, approve/dissaprove reconcilation recommendations. Report findings to assistant director.
* Assistant Director- Review and approve/disapprove reccomendations if necessary. Send report to director and finance department.
* Copy of all forms to be maintained in Department File in Docushare.