

NON-PUBLIC SCHOOLS

New York State Loan Materials: Inventory Guidelines and Procedures

Schools participating in the New York State Loan Programs for textbooks (NYSTL), software (NYSSL), library (NYSLIB) and the Instructional Computer Hardware and Technology Equipment Aid (NYSCH) are responsible for an inventory count in accordance with the procedures outlined herein, in order to reconcile textbooks, computer software, library materials, and Instructional computer hardware and eligible equipment on hand with the inventory records on file.

While the preliminary for maintaining inventory rests with an authorized official of the non-public school (principal/director), he or she may certainly designate appropriate staff to implement and maintain these records throughout the year. However, the principal/director has a responsibility to see that the records of inventory are maintained and updated as required.

Copies of records related to inventory must be readily accessible for inspection and audit by the New York City Department of Education (DOE), City Comptroller, and/or other local and State officials as may be requested.

This document contains the following sections to assist participants in maintaining proper inventory procedures:

- [NYSTL Inventory Guidelines and Procedures](#)
- [Confirmation of Materials Purchased for Loan](#)
- [Transfer of Loan Materials](#)
- [Disposal of Loan Materials](#)
- [NYSSL/NYSLIB and NYSCH Inventory Guidelines and Procedures](#)

NYSTL: Inventory Guidelines and Procedures

- It is mandated that NYSTL identification be affixed to all books and materials purchased with these funds. A rubber stamp or printed sticker, which can be obtained from an office supplier or stationery store, may be used for this purpose.
- All books and materials requisitioned for loan through the NYSTL funding are the property of the New York City Department of Education. Therefore, schools must take measures to secure such loaned books and materials to prevent loss through theft.
- Inventory records for the NYSTL loan materials must be designated as such and kept separate from other school tax-levy and reimbursable program inventory records such as the federal loan programs.

- Annual inventory of NYSTL loan materials must be taken and inventory records updated during the year as necessary (to note disposition or change in condition). In addition, distribution records should be updated when books are removed from the storeroom for distribution to classrooms and upon their return.
- It is recommended that a thorough inventory of a school's textbooks and other copyrighted educational materials should be completed in April of each year. This would enable the school's textbook coordinator to prepare next year's textbook orders for early ordering in June.
- The law authorizes the establishment of reasonable rules and regulations governing the loan of books which allow schools to ask students for reimbursement when materials are damaged, lost or destroyed. If their NYSTL books become damaged, lost or destroyed during the school year, schools must issue a school check to the NYC DOE before the end of the fiscal year and prior to school closing.
- All checks must be made payable to "The NYC Department of Education" in the amount to cover full reimbursement of said books. All checks are to be mailed to the Division of Financial Operations (DFO), Non-Public School Unit with a transmittal, acknowledging the dollar amount, quantity of books, specific title(s) and DOE item(s). Upon receipt of said transmittal and check, a confirmation letter will be issued to the school. Your school account will be credited accordingly.

Confirmation of Materials Purchased for Loan

In compliance with the New York City Department of Education policy, the DOE is responsible for furnishing a non-public school with an inventory of the books on loan to (the school collectively on behalf of) individual students at non-public schools. Since all requests for loan of eligible instructional materials are submitted via the DOE FAMIS Portal (a web-based purchasing application), schools have the ability to print their own copies of all orders submitted electronically. As such, the school copy of said order(s) is to serve as an inventory record of the instructional materials loaned to the school and must be carefully reviewed for accuracy and maintained on file within the school for a minimum of five years or for as long as the book is retained thereafter at the school.

Retention of all school copies of purchase orders will become, over a period of time, a cumulative inventory record of all school NYSTL purchases on loan to non-public schools on behalf of eligible enrolled students whose parents have solicited the loan in accordance with the State Education Law requirements. Schools are strongly advised to compare the printed copy of their purchase orders with what was actually delivered for accuracy and uniformity.

Schools will make every effort to comply with all applicable regulations and guidelines.

Transfer of Loan Materials

At the direction of the principal and upon appropriate notification to the Director of the DFO, Non-Public School Unit, textbooks in excess and no longer required, but in good condition should be transferred to other students of a school participating in the NYSTL Program administered by the New York City Department of Education that have need for them. Appropriate notations of such transfers are made on the textbook inventory cards of both the school transferring said books in excess and the school accepting the needed books.

If no other school within the NYC school district is interested, please submit a letter to the Director of the DFO, Non-Public School Unit notifying the Director of the title(s), DOE item number(s), quantity, subject area(s) and grade level(s). Please include your contact information and the names of at least three schools contacted. The DFO, Non Public School Unit will provide further information upon receipt.

Disposal of Loan Materials

A textbook may be discarded if it is a hardcover textbook over 5 years in age or a softcover textbook of 3 years in age and is in poor condition and/or unusable condition. Books which meet these guidelines may be donated, sent for recycling, disposed of through incineration, or any other practical manner as authorized by the school's principal/director. The labels and all evidence of New York City Department of Education ownership must be removed before disposition takes place. In all cases appropriate notations are made on the textbook inventory card indicating the date and method of disposition, as well as the reason for disposition.

Important reminder: Textbooks purchased for loan through NYSTL are the property of the New York City Department of Education. Therefore, Non-Public Schools must abide by the rules and regulations listed herein and with all future Inventory guidelines as provided.

NYSSL/NYSLIB & NYSCH Inventory Guidelines and Procedures

Similar guidelines apply to computer software, library materials, audiovisual software and other loan items which are published and copyrighted materials used for instructional/educational purposes. Although computer hardware equipment must also be inventoried, DOE identified/tagged and properly secured with appropriate security devices, special removal/disposal instructions apply for all instructional computer hardware and equipment.

All instructional materials and equipment, like NYSTL, are the property of the New York City Department of Education and must be adhered to in accordance with the procedures outlined herein. If you require any additional information regarding the retention and disposition of computer software, library and/or computer hardware

materials/equipment, please contact our office at (718) 935-3650 or email nps@schools.nyc.gov for further instructions.

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