



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, *Chancellor*

Vincent A. Giordano, *Executive Director*
Division of Financial Operations

STANDARD OPERATING PROCEDURES MEMORANDUM – NO. 1-06

DATE: January 9, 2006

TO: Regional Superintendents
Regional Operations Center Directors
Heads of Central Offices
SPYFSS Directors
Principals (via "The Principal's Weekly Newsletter")

FROM: Vincent A. Giordano,
Executive Director

SUBJECT: Issuance of Revised Standard Operating Procedures Chapter - *Inventory*

Ladies and Gentlemen:

This memorandum contains an update to the **STANDARD OPERATING PROCEDURES** (SOP) chapter on:

INVENTORY

The Division of Financial Operations (DFO), who has the responsibility for the distribution of our SOPs, will no longer forward hardcopies to the field. Instead, as new chapters are introduced or existing ones revised, they will be placed on the DFO website located at:

<http://nycenet.edu/Offices/DFO/default.htm>

You may view all SOP chapters by clicking on "Standard Operating Procedures (SOP) > Respective Chapter.

Staff may either download and print any available chapter and place it into their existing manual for future reference, or simply refer to the chapter on line.

An e-mail has been forwarded, along with an article in the "Principal's Weekly Newsletter" advising all Regional Operations Center Directors, Regional Superintendents, Principals and Central Office Directors/Supervisors that the chapter is available for viewing and/or downloading.

Below please find detailed important information regarding the issuance of this Inventory chapter.

1. You may directly access this revised chapter on Inventory by going to the following URL: <http://nycenet.edu/Offices/DFO/SOP/SOPChapters/inventory.htm>
2. Discard the existing Inventory chapter (all 40 pages) dated July 2005 and replace it with this revised chapter dated January 2006 (45 pages).
3. Direct inquiries regarding this Inventory chapter to DFO at (718) 935-2662.
4. Major Changes to Inventory Chapter:

- **Disposal of Obsolete Textbooks (page 28)**

Disposal of Obsolete Textbooks must now follow the procedures detailed in the Book Buy Back program promulgated between the Department of Education and three vendors (Academic, Budgettext and Follett Educational Services). Complete details regarding this program may be accessed from the website of the Division of Contracts and Purchasing (DCP) at www.nycenet.edu/opm.

- **Disposal of Obsolete Furniture (page 30)**

The principal or site supervisor is the individual responsible for determining whether furniture is no longer usable and therefore should be discarded. Arrangements for the actual removal are made between the principal/site supervisor and the custodian.

- **Source and Amount of Federal Funds Used to Purchase Computers and Other Equipment**

Pursuant to instructions from the US Department of Education we have revised inventory procedures to require the source and amount of Federal funds used to purchase computers and equipment in our inventory records and in the physical identification of these assets. Please see the following sections of the chapter for additional details:

- Overview/Why (page 1)
- Funding Source (page 4)
- How to Store and Secure Inventory Items (page 18 – 1st bullet)

- **How to Store and Secure Inventory Items (page 16)**
An expanded section regarding the security of inventoried items, particularly computer equipment has been added to the chapter.
- **Annual Inventory Statement (page 34)**
Disposition of Obsolete Equipment (page 39)
Authorization to enter FAMIS and secure these forms for completion is limited to select personnel only. In schools it would be the principal and his/her assistant principal.
- **Threshold Increase for Equipment (page 4 & 8)**
The monetary threshold for equipment – items which can be reused or which maintain their character through use – has been increased to \$5000 from \$1000.