

## **Task: Maintain Inventory**

### ***Objective***

At the end of this module, employees managing Department Inventory will know the basic fundamentals of inventory management and properly perform inventory duties.

**The four basic duties are:**

- 1. Transfer of equipment**
- 2. Employee equipment check-out**
- 3. New equipment tagging procedures**
- 4. Making a department inventory query**

### ***Background Information***

To maintain compliance with state law and HCC policies, the Asset Management Department ensures proper tagging, tracking and disposition of equipment and assets. Asset Management coordinates a physical inventory of the HCC system each year. Department personnel are responsible for assisting with the inventory in their area.

Asset Management also maintains the accuracy and integrity of the asset database for HCC. They also provide support and training to departments to manage equipment inventory.

Maintaining an accurate central inventory requires the constant update of data entries for new equipment purchases, recording moves, equipment transfers, disposal and tracking employees that check out HCC-owned equipment. Asset Management also monitors purchase orders (PO's) for newly purchased items.

All capital items that have a \$5000 value or greater (including grant items), and all equipment, including software valued at \$1,000 or greater, must have a barcode tag attached. Gifts and donations to the college also must be tagged.

Every HCC employee has a general obligation to safeguard and use college property and equipment. This obligation includes, but is not limited to:

- Exercising reasonable care in proper use, damage control and maintenance;
- Implementing security measures to prevent theft ;
- Reporting lost stolen, damaged or vandalized equipment to appropriate parties;
- Notifying campus and Asset Management of all equipment moves.

All HCC equipment is inventoried regardless of value. Departments must maintain inventory records during the life of all equipment belonging to HCC. Disposal of all equipment is processed by Asset Management.

## Downloadable Documents & Instructions

### Navigation:

From HCC home page at <http://www.hccs.edu>

- > Faculty & Staff
- > Business Services (under Finance & Administration)
- > Asset Management
- > Select from the following:

- [Transfer of Equipment Form](#) (includes instructions)
- [Equipment Check-Out Form](#)
- [Tag Inventory Information Form](#) (includes instructions)
- [How to Make a Department Query](#) - Open this hyperlink to learn how to obtain an Inventory List for your department. Click anywhere on the screen to move to the next page of instructions.

## Key Resource Contacts

### ASSET MANAGEMENT DEPARTMENT

Help Desk 713-718-5039  
 Email [asset.management@hccs.edu](mailto:asset.management@hccs.edu) or email individuals below  
 Fax 713-718-5501  
 Address 3100 Main, MC 1118A, Houston, TX 77002

NAME	TITLE	PHONE NUMBER	DUTIES
Roslyn Smith	Customer Service/Inventory Control Specialist	713 718-5039	Contact <b>Roslyn Smith</b> if you have any questions regarding HCC Inventory Tags, asset tagging, tag information cards, or Equipment Transfer questions.
Gwen Nash	Inventory Control Specialist	713 718-5009	Contact <b>Gwen Nash</b> if you have questions regarding HCC Inventory Tags, asset tagging, tag information cards, or questions regarding equipment moves and surplus property.
Hue Nguyen	Inventory Control Analyst	713 718-5010	Contact <b>Hue Nguyen</b> for special database reports or for unique Asset Management related problems.
Raymond Bell	Inventory Control Supervisor	713 718-5002	Contact <b>Raymond Bell</b> if you have any customer service issues or a unique Asset Management related problem.

## ***Applicable Policy/Procedure***

*Online Navigation:*

<http://www.hccs.edu>

> Business Services (under Finance & Administration)

> Policy (under Asset Management)