

U.S. Department of Labor Employment and Training Administration, Bureau of Apprenticeship and Training Washington, D.C. 20210	Distribution: A-541 Hdqtrs. A-544 All Field Tech	Subject: Code: 903.3 Regional Inventory Instructions
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**PURPOSE:** To transmit instructions on Regional Inventory Reporting Procedures. **These procedures are for non-LAN connected users only.**

**BACKGROUND:** Over the past few years computer equipment and software have been distributed to field office staff on a yearly basis. As new generation computer equipment and technologies emerge, BAT has attempted to keep pace with new emerging computer equipment, software and technology. Maintaining an accurate record of office equipment and software is a tedious process.

**ACTION:** In an attempt to keep more accurate and reliable information on the type, condition, and models of computer equipment in the field offices, the following procedures will be followed:

Designated field staff should electronically report all inventory information to their respective Regional Office (RO) with a carbon copy to the National Office (NO), using the attached standardized Inventory Verification Sheet (IVS). The IVS should be completed and submitted to the Regional Office **by February 15 and July 15, of each calendar year, respectively.** The Regional Directors (RDs) will have the responsibility for appointing individuals in their office, as well as in the field offices, to keep track of their inventory. **Again, all IVS reports should be transmitted via E-Mail.**

The ROs should then submit a copy of their regional inventories based on the IVS, to the NO by using the standardized Quattro Pro Regional Inventory Sheet (RIS) on **the last Friday of February and the last Friday of July of each calendar year.** The RIS was previously attached to Memorandum 99-08 on April 26, 1999. This schedule will allow sufficient time for planning the purchase of new equipment and software, provide information on the amount and type of equipment an office is using, identify any excess equipment, and reflect the location of any transferred equipment.

The NO will contact the recipient office within 24 hours before the shipment of any new equipment. An FYI e-mail will be transmitted to the RD. The recipient office must notify the NO, with a carbon copy to the RD, when the new equipment is received and immediately update the IVS for that office.

Office equipment should not be transferred without approval from the RO. The RO will have the responsibility for determining if a transfer is necessary after a review of the RIS. If a piece of equipment (monitor, printer, keyboard, etc.) is damaged or transferred, an e-mail should be sent immediately to the RO, with a carbon copy to the NO, explaining the circumstances, and the IVS should be updated to reflect the change in the office inventory. If no extra or replacement equipment is available within the region, then the region should contact the NO. It is anticipated that this will enhance the process to provide new or replacement equipment in a timely manner and keep inventories up to date.

Any damaged or outdated equipment should be discarded or given to a non-profit organization in accordance with Circular 97-02 (Disposition of Surplus Computer Equipment). Unless authorized by the NO, please do not send any of this outdated equipment to the NO.

If you have any questions, please contact Don Palmer at 219-5921 ext 121.

Attachments

## COMPUTER INVENTORY VERIFICATION SHEET (IVS) INSTRUCTIONS

Please identify each piece of equipment for each individual staff. Any equipment not assigned should be noted in the Extra Equipment section at the end of the inventory.

The following guidance is being provided to assist in completing the IVS:

1. **BRAND, SERIAL NUMBER, DOL IDENTIFICATION NUMBER, ASSIGNED:** Please enter brand name of each Pentium (desktops and laptops), **not 486s, 386s**, etc.; the serial number (Compaq notebook serial numbers are located on the back side of the machine. The serial number is usually 12 digits long (alpha numeric) and appears on a Abar code@ sticker), the DOL identification number (silver sticker), and identify the staff member whom the equipment is assigned.
2. **DOCKING STATIONS: Same as #1, except for the DOL Identification Number.** (The serial number is usually a 12 digit number - alpha numeric);
3. **MONITORS: Same as #1, except for the DOL Identification Number.**
4. **PRINTERS:** Same as #1. Many printers may not have a DOL Identification Number.
5. **MISCELLANEOUS SOFTWARE, E EQUIPMENT, AND SUPPLIES.** Please indicate Item Type, Quantity, and any other pertinent information. In the case of software, indicate the name of the software and version.
6. **EXTRA EQUIPMENT:** Identify all unassigned equipment by brand name, serial number, and DOL Identification Number.

If any piece of equipment is broken or appears like it will be of questionable use (flickering monitor screens, etc.), please indicate this within your inventory sheet. Also, please note that generally only one copy of Third Party Books, i.e., WordPerfect Suite 8, GroupWise booklet, etc., will be sent to an individual office for all staff use.

**BAT COMPUTER EQUIPMENT INVENTORY**

Office Location: \_\_\_\_\_

Date: \_\_\_\_\_

**CPU=s (Pentiums)**

Brand Name	Serial Number	DOL ID NO.	Assigned to

**DOCKING STATIONS**

Brand Name	Serial Number	Assigned to

**MONITORS**

Brand Name	Serial Number	Assigned to

**PRINTERS**

Brand Name	Serial Number	DOL ID NO.	Assigned to

**MISCELLANEOUS SOFTWARE, EQUIPMENT, AND SUPPLIES**

Item	Quantity	Other Information
Carrying Cases		
CD ROM Backpack		
Software		
Software		
Software		
Software		
Software		

**EXTRA EQUIPMENT:**

Brand Name	Serial Number	DOL ID NO.	Other Information