Overview of Procedure
In order facilitate the maintenance of proper inventory records, the School District of Philadelphia will place identifying tags on all equipment items purchased with grant funds having a value of $500 or more shortly after their delivery. The District will also enter appropriate identifying information about each such item delivered into its Personal Property Inventory System (PPIS).

Procedure Steps
Every location to which equipment items are delivered – school or office – will have an Inventory Designee who will be responsible for ensuring that all items are properly tagged and recorded in the PPIS. Grant Program Managers will be responsible for ensuring that the Inventory Designee’s fulfill these responsibilities and that all the procedural steps described here are followed. [Note that there is a separate procedure for maintaining records of items purchased with federal funds which are valued at less than $500, but which are nonetheless considered vulnerable to theft; see Procedure GP2300.3 Tracking Small and Attractive Items.]

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<tr>
<th>RESPONSIBLE POSITION</th>
<th>Step</th>
<th>ACTION TAKEN</th>
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</table>
| Inventory Specialist *(Office of Accounting)* | 1 | The Office of Accounting shall produce inventory tags daily for depreciable equipment with a value of $500 or more. The result of the tagging identification process is an Advantage print screen that identifies the items to be tagged, provides a description of the items, and specifies their location. Create and print an *Inventory Tag Receipt Log* for each school / office to receive tags, completing the following data points:

- School / Department
- School Year
- Contact Person at the School / Office
- List the Tag Numbers in the section provided (may be listed as tag number 0001234 through 0001256, for example without listing each number).

Contact the Grant Compliance Office to retrieve the documentation and tags. Provide the print screens(s) and attached tag(s) to the Inventory Tag Receipt Log. |
<p>| Processing Specialist <em>(Grant Compliance)</em> | 2 | Distribute the print screen / tags and Inventory Tag Receipt Log to the appropriate GCM based on the location. |</p>
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<tr>
<td>GCM</td>
<td>3</td>
<td>Upon the next site visit, deliver the print screen / tags to the inventory designee at the location. Have the designee print, sign and date the Inventory Tag Receipt Log under the School / Office Sign-Off section, Indicate to the designee that items should be tagged immediately and for equipment purchased with federal funds, the serial numbers and locations of the items in the Personal Property Inventory System (PPIS) must be added. Encourage the designee to do the same for non-federal equipment. Also indicate to the designee that the upon the next site visit, the items for which tags are being delivered will be randomly selected for monitoring.</td>
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<tr>
<td>GPM/Inventory Designee</td>
<td>4</td>
<td>The GPM is responsible for ensuring that an inventory designee is identified at every site where equipment is deployed and that identifying tags are applied to purchased items, with correct information about location and serial numbers are entered into PPIS for federal funds.</td>
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Policy
- **GP2300: Management of Equipment Purchased with Grant Funds**

Related Procedures
- **GP2300.2 Transfer and Disposition of Personal Property Equipment**
- **GP2300.3 Tracking Small and Attractive Items**

Contacts
- **Grant Compliance Office**
- **Office of Accounting**

Forms
- **Inventory Tag Receipt Log**

Frequently Asked Questions

Related Information
- **General Accounting Office’s Personal Property Procedures**
- **2 CFR Part 200.3**
- **Advantage Reports**

History
**Amended:**
Amended 3/20/18 to have the school / office sign-off as receiver on the Inventory Receipt Log.