


Chapter:	Finance	Classification:	Public Document
Subject:	Fixed Inventory Control		
For:	All Operating Units	 Authorized by Executive Director	

**1. Policy**

1.1 Correctional Services will use the government approved software to accurately track inventory of government property assigned to Correctional Services offices and facilities.

**2. Fixed Inventory Items**

2.1 All fixed inventory items will be tagged and accounted for through the government approved software program which is currently maintained by the Department of Transportation and Infrastructure Renewal. All fixed inventory within the division is assigned to the individual position numbers that constitute the make-up of the department. The incumbent in that position is responsible and accountable for all inventory items assigned to the position.

2.2 Each location within the division will have a designated inventory coordinator. Larger locations may have two or more coordinators. This coordinator is responsible for

- 2.2.1 ensuring that the annual asset verification count is completed for all positions in their location
- 2.2.2 for receiving inventory and ensuring inventory tags are affixed to each inventoried item at their assigned location


2.3 The purchasing division will be notified of fixed inventory items purchased throughout the year. Tags will be issued on a monthly basis.

**3. Computerized Inventory Reports**

3.1 Computerized inventory reports will be sent to each institution/office from the purchasing coordinator on or before March 31 of each fiscal year. The inventory coordinator is to ensure that inventory reports are updated and returned to the purchasing coordinator no later than April 30.

3.2 Inventory periods coincide with the fiscal year, April 1 to March 31. Therefore, the inventory updates will not include items received after March 31.

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- 3.3 The computerized inventory report will be completed as follows
  - 3.3.1 new items added will be provide a detailed description, e.g., file cabinet - number of drawers, legal or letter, lateral or vertical, colour and where the item was transferred or purchased from
  - 3.3.2 added or deleted items will include an explanation
  - 3.3.3 the transferred column will be completed when an item has been removed from the facility or office

**4. Surplus Inventory**

- 4.1 Throughout the year, items will be brought forward to the inventory coordinator for removal from the premises. The inventory coordinator will identify surplus items as being unusable or reusable. This information will be communicated, in writing, to Government Surplus, Transportation and Infrastructure Renewal to request the removal of the item from the office or facility.
- 4.2 The inventory coordinator is to ensure that a request to remove these surplus items from the office/facility also includes a complete description of the item including the serial number, position number of the item, and inventory tag number.
- 4.3 Items deemed surplus and no longer required will be picked up by Government Surplus, Transportation and Infrastructure Renewal. The staff member in charge will ensure that the items are retained at the office or facility and available for pick up by Government Surplus, Transportation and Infrastructure Renewal when they arrive.