

Stock Policy

It is the responsibility of each school and centre to ensure that all property and assets of DDLETB are safeguarded and secured. In this regard, DDLETB requires that all items of stock are recorded on the stock book at the time of purchase. All stock items are assigned a unique stock number, which is affixed to the item.

Definition of Stock

Stock is defined as items of moveable equipment with a value in excess of €300. It excludes furniture and fixtures and fittings, and all other items that are construed as fixed assets in nature. It also excludes any consumable stock held e.g. stationery, metal and wood for use in classes etc. Other items of equipment below the €300 threshold may be added at the discretion of the Principal or Centre Manager. Items of equipment requiring period maintenance and servicing should also be included e.g. fire extinguishers, lifts etc.

Stock Book

All schools and centres recording all items of stock shall retain a stock book. The stock book is housed within the Purchase-to-Pay system and items of stock are assigned to the stock book upon acquisition. Each item of stock is assigned a unique stock number when receipted, which must be affixed to the item itself. Items of stock are assigned to the room in which they are ordinarily used.

Stock Labelling

Each item of stock is assigned a unique stock number, which must be affixed to the item itself. The labels themselves contain a unique stock number and bar code to facilitate stocktaking. The stock item must be labelled immediately upon receipt by the school. An image of the label which is 2.5cm x 1cm in size is contained in Appendix I.

This label must be used in all instances and can only be ordered from Head Office.

Disposals of Stock

Any disposals of items of equipment must be recorded on the stock book. Please refer to Disposal of Fixed Assets Policy.

Stock Reports

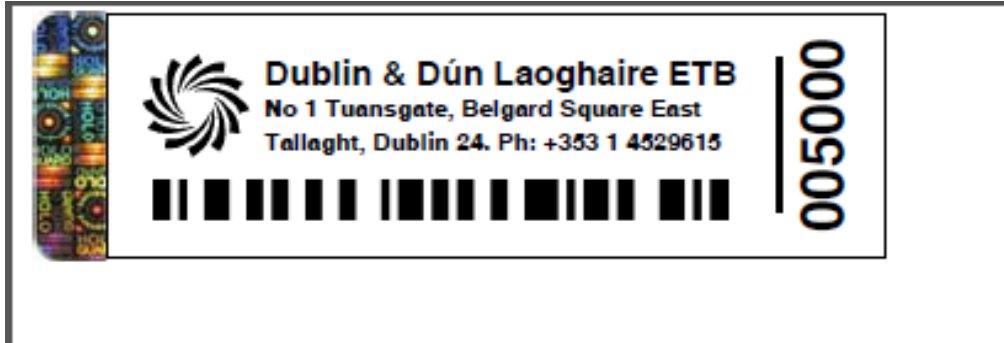
A key deliverable from the Stock module is the provision of accurate reports to the individuals carrying out audits of locations, schools and colleges. This report breaks down the location by room and category so that the Auditor can print and use the report as a road map for the Audit. The report also has an empty column for the Auditor to write in the physical stock. The auditor can update the stock module either at the location/school/college or on return to their office.

Stock-take

Each school and centres in DDLETB will carry out a stock takes at least once annually. Stock taking itself will be facilitated by the use of a car code optical reader. This will be used to scan the bar code on each item of stock and will automatically update the system. Any items of stock identified that is not on the register must be added subsequently. Stock items that are not found must be advised to the Chief Executive.

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Appendix I



Item	Description
Security Hologram	This is designed to hold the ETB specific information so that the tag cannot be copied and stuck onto any old piece of equipment.
Logo	This will be the ETB Logo and will make the item easily identifiable as the property of the ETB.
Company Name and Tel	This will be the ETB Head Office Name and Address along with an agreed phone number.
Barcode	A unique barcode will be generated for each item and will be entered in the stock system and cross referenced with the item.
Sequential No	This is the number held in the Online Stock System to search for an individual item.

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