 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - F – 005	Revision: 1
Description: Payments – Stock Policy		Page: 1 of 4

1. Stock Policy

It is the responsibility of each school and centre to ensure that all items of DDLETB Stock are safeguarded and secured. In this regard, DDLETB requires that stock items are recorded on the P2P stock book at the time of delivery. All stock items are assigned a unique stock barcode number, which is entered onto P2P. The barcode label must then be affixed to the item.

2. Definition of Stock


Stock is defined as items of moveable equipment with a value in excess of €300 including Laptops, PCs, Tablets, Televisions etc. 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 periodic maintenance and servicing should also be included e.g. fire extinguishers, etc.

3. Stock Book

All schools and centres shall retain a stock book. The stock book is housed within the Purchase-to-Pay (P2P) system and items of stock should be assigned to the stock book upon delivery. Each item of stock is assigned a unique Barcode number when delivered, which must be affixed to the item itself. Items of stock are assigned on the P2P system to the room in which they are ordinarily used.

4. Stock Labelling

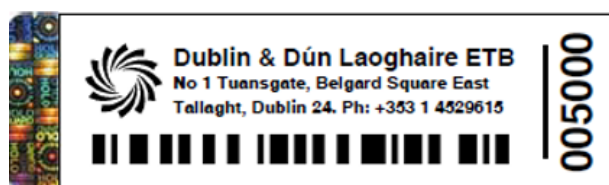
Each item of stock is assigned a unique Barcode number, which must be affixed to the item itself. This unique Barcode number is used to facilitate stocktaking. The stock item must be labelled immediately upon receipt by the school. The DDLETB

 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
	Reference: PD - F – 005	Revision: 1
Description: Payments – Stock Policy		Page: 2 of 4

Barcode number must be entered as the Barcode number (including any leading zeros) in the P2P system at delivery stage.

This label must be used in all instances and Labels can be ordered by emailing Payments-Stock@ddletb.ie.

Sample
barcode label



5. Disposal of Stock


Disposals of any items of equipment must be recorded on the stock book. Please refer to Disposal of Stock Policy.

6. Stock Reports

Stock reports can be extracted from the P2P system. This report breaks down the stock items by location, room and category so that the report can be used as a road map for the stocktake. The stock module can be updated as required and a new report issued showing items still to be found.

7. Stock-take

Each school and centre in DDLETB will carry out a stock take at least once annually. Stock taking itself will be facilitated either by the use of a barcode optical reader or by manually updating the stock module on the P2P system.


 Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board	DDLETB Policy	
Description: Payments – Stock Policy	Reference: PD - F – 005	Revision: 1
	Page: 3 of 4	

Any items of stock identified that is not on the register must be added subsequently.

The Chief Executive must be advised of Stock items that are not found on completion of the stock take.

Any queries in relation to stock can be sent directly to Payments-Stock@ddletb.ie

Board Approval:	
Effective Date:	16/06/2025
Review Date	16/06/2027

 <p>Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire Átha Cliath agus Dhún Laoghaire Education and Training Board</p>	DDLETB Policy	
Reference: PD - F – 005	Revision: 1	
Description: Payments – Stock Policy		Page: 4 of 4