

## **GRACE KING INVENTORY**

Teachers are accountable for the inventory in their classroom.

Nothing is to be thrown in the trash without notifying the accounts clerk first. If an inventory item needs to be disposed of, you must email the JPPSS tag number and item description to the account clerk. You must keep the item/s in your classroom unless otherwise told to bring it to another location.

If an inventory item is being transferred to another location, you must email the accounts clerk first for approval before it can be moved to another location.

All laptop carts must be checked out of the library by the librarians. You must check to verify all laptops are in the laptop cart when picking it up.

### **VERY IMPORTANT !!!!!**

When returning the laptop cart, if any laptops are missing or broken, you will be held financially responsible for those items.