

## INVENTORY TABLE

TYPE OF INVENTORY	PROPERTY INVENTORIED	RESPONSIBLE FOR CONDUCTING INVENTORY	APPROXIMATE INVENTORY DATE
Stock inventories in Department Supply, Shop Benchstocks, Garage, CHACPs	All stock inventory	Material Resources personnel assisted by shop/plant personnel	February 1-28
Stock inventory in Central Warehouse	All Stock Inventory	Material Resources personnel	3rd or 4 <sup>th</sup> week of January
Non-consumable property and controlled property - inventory records managed by Property Inventory Department	All property valued at \$5,000 or above and controlled property	Department Supply, Central Warehouse and Custodial Services personnel	Designated by Property Inventory (Usually September)
Non-consumable property with record management by Department Supply	All property valued from \$500 to \$4999.99	Property custodian designated by shop/plant/department	April - May