

## ADMINISTRATION TASK 1: ESTABLISHING AN OFFICE EQUIPMENT INVENTORY

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### VE Departments Involved

Administration

### Time Frame/Month for Activity

September/One to two days

### Outcomes

Employees will be able to:

- Create an office equipment inventory.
- Create individual inventory sheets for each piece of equipment.

### Activities/Strategies

- Direct the VP of the Administration department to assign the responsibility of creating an equipment inventory list and individual inventory sheets. The list/sheets should be created in a Word, Excel or Access table.
- Review with the VP and those involved the information that should be included in such a list (Description of Item, Manufacturer, Serial Number, Date of Purchase, Value, Location of Equipment).
- Review with the VP and those involved the information that should be contained on separate inventory sheets (Description, Manufacturer, Serial Number, Problem, Date of Maintenance, Outcome).

### Online Follow-Up

- Direct students to search on the Internet for inventory list templates and select an appropriate template.

### Materials/Resources

- Sample Inventory List (see below)
- Asset Log (Reference Files)

### Mastery and Assessment

- Inventory list created in Word, Excel, or Access.
- Individual records created in Word, Excel, or Access.

