

End of Year Physical Inventory



Please validate your school's entire device inventory by following the steps below.

1. Generate the Assets Deployed Report [HERE](#). Use the export menu option at the bottom of the page to export the report.
2. Verify all devices in the report are physically at your site or checked out to a student or employee. Conduct a physical inventory at your school by checking classrooms, offices, computer labs, and other locations.
3. If inventory discrepancies are found, please refer to the step-by-step guide below.
 - a. If the status of a device is "transferred", "received," or "deployed," follow:
 - Receive and place in inventory: [Section 4](#)
 - b. If the status of a device is "in inventory," but in the possession of a student or employee follow:
 - Check out Device to Student: [Section 1](#)
 - Check out Device to Employee: [Section 2](#)
 - c. If a device is on report, but not physically at your site follow:
 - Report Device Lost/stolen: [Section 7](#)
 - d. If you physically have a device that is not listed on the report, follow:
 - Search for device to verify that it's in the system: [Section 11](#)
 - + If found, transfer to your school: [Section 9](#)
 - + If not found, add device: [Section 13](#)
 - e. If a device is pending pick up for salvage, follow [Section 10](#)
 - f. If a device has been salvaged, follow: [Section 9](#) and transfer to [Salvage Warehouse](#)
4. Complete the "Physical Inventory Verification Form", visit **principal portal**.

Available Resources

IT Asset Management Website: <https://achieve.lausd.net/itam>

Submit a ticket: [ITAM Ticket Request](#)