

## **NEIGHBORHOOD COUNCIL INVENTORY INSTRUCTIONS**

For purposes of this inventory survey, all Neighborhood Councils are being asked to report back on items that are currently in your possession and items that have been recently purchased which meet the following criteria:

- *Any item with an acquisition or assigned value of at least \$1,000.00 and an estimated useful life of at least three years.*
- *Any computer hardware, including desktop or laptop computer(s), regardless of cost.*
- *Any digital cameras, regardless of cost.*
- *Any electric or electronic office and communications equipment, such as printers and copying machines, regardless of cost.*

It is therefore very important that your Board Treasurer or Board Designee identify the existence and location of various inventory items. The Quick Base link the Department will be using for your Neighborhood Council to input your inventory is as follows:

The Neighborhood Councils will be required to enter information into the following fields (as best as possible):

Name of Neighborhood Council **(DROP DOWN WITH LIST OF NC'S)**

Product Type **(DROP DOWN)**

- Electronics
- Computer Hardware – Computer, Laptop, Tablet, Printer
- Sound Equipment
- Outreach Items
- Digital/Video Camera
- Television
- Furniture – File Cabinet, Desk, Chairs, Table, Bookcase, Storage Unit
- Other

Brand

Model

Serial Number

Useful Life

Date of Purchase

Purchase Price

Location of Item

Current Status **(DROP DOWN)**

- Current
- Salvage E-Waste
- Salvage Recycling
- Salvage Re-use/Sale
- Missing/Stolen (Was a Police Report Filed Y/N)....[Upload Police Report](#)

Picture – [Take Picture and Upload](#)

Primary Contact

Board Position

E-mail Address

Secondary Contact

Board Position

E-mail Address

After all items have been entered and the Neighborhood Council presses the “Submit” button, a confirmation e-mail will be sent to the Neighborhood Council Representatives and the Department verifying that entries have been made and a Quick Base Case Number assigned.

A Quick Base List of Inventoried Items will be listed on the Monthly Profile and sent to the Neighborhood Council on a monthly basis for verification and changes.

For any questions, please contact Jeffrey S. Brill at (213) 978-1482 or at either [jeff.brill@lacity.org](mailto:jeff.brill@lacity.org) or [NCinventory@empowerla.org](mailto:NCinventory@empowerla.org)