

**OFFICE OF INVESTIGATIVE SERVICES
POLICY & PROCEDURE #420**

INVENTORY CONTROL & WARRANTIES

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For inventory purposes, it is imperative that all packing lists and paperwork found in the boxes or attached to the exterior of the cartons be retained. All warranty cards must be completed and mailed directly to the manufacturer. A dated copy of the warranty card must be retained for OIS records. All packing lists, etc. must be date stamped with the date of receipt. The above information is necessary to establish the initiation of warranty periods.

Additionally, the Regional Office must maintain a list of all computer components (CPU, monitor, keyboard, printer, laptops) containing the following information on each piece of equipment:

- Date Received
- Make of Equipment
- Model Number
- Serial Number
- DOAS Inventory Sticker Number
- DHR Inventory Sticker Number
- Investigator Assignment (Laptops)

This information is to be sent to the Network Administrative Team Leader as soon as possible after receipt of the equipment. In the event that the DOAS and/or DHR inventory stickers are not immediately available, all other information must be sent to the NATL pending receipt of the inventory sticker numbers.

When computer components are replaced, the Regional Office will promptly inform the NATL through E-Mail of the new make of equipment, model number, serial number, date replaced, as well as provide the old make of equipment, model number, serial number, DOAS sticker number, and DHR sticker number.