



YEAR-END INVENTORY AND WAREHOUSE COUNTS

COUNTS

FIXED ASSET COUNTS

- Office Counts (Annually)
- Laboratory Counts (Every 3 Months)
- Classroom Counts (Annually)

CONSUMABLE MATERIAL COUNTS

**Warehouse counts are conducted periodically every 3 months.
(Stock materials)**

NOTE: Any deficiencies identified during office counts are reported to the management.