

PERKINS SUPPLY INVENTORY CONTROL POLICY

Policy #	Applicability	Responsible Executive	Applicable Laws/Statues
426	Faculty and Staff	Provost & Vice President for Academic Affairs	NJDOE OGM Perkins V Guidance

POLICY

The purpose of this policy is to establish that any department using federal Perkins funding must keep an approved inventory of all Perkins supply items.

The Board authorizes the President to establish a procedure to ensure all items purchased using Federal Perkins are labeled and follow an inventory standard.

COMPLIANCE INFORMATION

When using Perkins funds, eligible recipients must maintain effective control and accountability for all grant assets by tagging equipment, all computing and electronic devices, and supply items of any amount.

APPROVALS

Board of Trustees - January 28, 2026

REVISION DATE(S)

RELATED PROCEDURES, GUIDELINES, OR RESOURCES

Procedure #426 - Perkins Supply Inventory Control

[NJDOE OGM Perkins V Guidance](#)

Perkins Auditing Template

PERKINS SUPPLY INVENTORY CONTROL PROCEDURE

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PROCEDURE

The purpose of this procedure is to define the requirements for inventorying Perkins-funded items costing \$500 or more per unit. Supplies that are disposable by nature are not tagged (i.e. gloves, pens, etc.).

1. Each item must be labeled with a tag bearing the Perkins grant year, the Federal Award Identification Number (FAIN) , and tag number. The list will be requested for auditing from the grants office on a regularly scheduled basis using the approved template.
2. Once supplies have been ordered through the Mercer County Community College (MCCC) purchasing process, the Grants Department staff or designee informs the CTE Program Coordinator (coordinator) that the supplies have been ordered. The grants staff or designee also informs the mailroom of the purchase and anticipated delivery contact person and location.
3. The grants staff or designee forwards the PO to the coordinator and receiving. The grants staff or designee informs receiving to contact the coordinator when the item(s) from that PO arrive(s) and to confirm the location of delivery with the coordinator. Receiving will also include the grants staff or designee on this correspondence. If the grants staff or designee receives an email from receiving that the item was delivered and the coordinator was not copied, the grants staff or designee will also forward this correspondence to the coordinator.
4. It is the responsibility of the coordinator to let the grants staff or designee know when the supplies have been delivered. The grants staff or designee will also follow up with the coordinator if they have not heard from them after being alerted by the mailroom that the supplies have been delivered.
5. The coordinator must confirm receipt of the supplies. Once all items from the Perkins PO are received, it is MCCC purchasing policy to release payment to the vendor. Payment is processed once the supplies have been received, not before.
6. Upon confirmation of receipt, the grants staff or designee will reach out to the coordinator to schedule a time for the grants staff or designee to hand deliver the Perkins supply tags. It is the responsibility of the department receiving the supplies to tag the supplies purchased with Perkins funds.
7. The grants staff or designee is responsible for creating and maintaining the list of Perkins supplies and the corresponding tag serial number and location of the supplies in conjunction with the individual in the department receiving the supplies, who should be a designated coordinator.

APPROVALS

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