

Task (Major Step)	Key Points / Reason Why	Tools / Skills / Info Required	Cycle Time (minutes)	Details
1 Purpose	A. Every service partner in possession of Daktronics-owned inventory is required, for inventory management and accounting purposes, to perform a "blind count" of inventory in their possession once every fiscal quarter. B. Service Partner counts are to be submitted <b>within 14 days</b> of notification. C. Inventory counts are to be emailed to <a href="mailto:Forwardstockinginventorymanagement@daktronics.com">Forwardstockinginventorymanagement@daktronics.com</a> .			
2 Notification	A. Program Management will email a spreadsheet of part numbers assigned to the Service Partner's location. B. The spreadsheet will not contain quantities or list off-system inventory.			
3 Count Inventory	A. An authorized representative of each service partner location will perform a full count of: <ul style="list-style-type: none"> <li>i. All Daktronics-owned inventory located at the Service Partner's location.</li> <li>ii. All Daktronics-owned inventory under the control of the Service Partner, which may be located at a remote location.</li> </ul> B. The Service Partner is to record quantities for each part listed on the spreadsheet.			
4 Off-System Inventory	A. During the count process, the Service Partner may identify Daktronics-owned inventory that is not listed on the spreadsheet. B. In this case, include the part number, serial number, quantity, and description on the spreadsheet.			
5 Record Results	A. Using the spreadsheet provided by Program Management, record the quantities of each part number listed, as well as the part number, serial number, quantity, and description of all Daktronics-owned inventory at the Service Partner location that is not listed on the spreadsheet.			
6 Submit Results	A. Submit completed Service Partner Inventory Audit Form to <a href="mailto:Forwardstockinginventorymanagement@daktronics.com">Forwardstockinginventorymanagement@daktronics.com</a> .			
		<b>Total Cycle Time:</b>		