



## OLGA – Inventory Management

**BULK CAPITAL ITEMS :** Click to enter other bulk capital items not accounted for in current inventory. Bulk capital items are any assets purchased and normally reported in large quantities, where individual items are not differentiated among one another, e.g. ADP hardware and software, shop equipment, passenger shelters, etc. Include all bulk capital items whose replacements will be funded in part or in whole with funds from DRPT, regardless of their dollar amount, as this information will be used to forecast future needs.

**FTA Code:** Use the dropdown menu to select the appropriate FTA code that describes the bulk capital items. FTA Codes, also known as Activity Line Items (ALI) are informational and used as tools for the FTA and DRPT to manage projects.

**Description:** Enter a brief description of the bulk capital items.

**Total Count:** Enter the number of bulk capital items.

**Average Age of Items:** Enter the average age of the bulk capital items. Calculate the average age by dividing the total of ages of the entire bulk capital items by the number of bulk capital items. Example: For 5 bulk capital items with ages 1, 2, 3, 4, and 5 years, the average age is 3 years ( $1+2+3+4+5=15/5=3$ ).

**Average Cost Per:** Enter the average cost per item. Calculate the average cost by dividing the total cost of the bulk capital items by the number of bulk capital items. Example: For 5 bulk capital items with costs of \$1, \$2, \$3, \$4, and \$5, the average cost is \$3 ( $\$1+\$2+\$3+\$4+\$5=\$15/5=\$3$ ).

**Location of Item:** Use the dropdown menu to select the location of item. If the item is located on a vehicle, select the location where the vehicle is housed when not in use.

**Comments:** Enter any additional comments, if any, in the box.