

## **District 214 Asset Inventory Procedures**

*Prepared by D214 Technology Team*

- 1) Technology purchase orders (hardware and software) will be routed to the Director of Technical Systems & Support for review.
- 2) Technology purchase orders (hardware and software) will have FVEC listed as the "Ship To" address, with the "Attention" field having "Tech Systems & Support".
- 3) As a minimum, purchase orders should include the following information: a complete description of item(s) ordered (e.g. make/model/title, vendor's product number if applicable, etc.), the department, room number and the end-user's name.
- 4) Hardware purchases will be handled in the following manner:
  - a) Upon receiving new equipment at FVEC, equipment will be entered into the help desk application. An asset tag will be placed on the equipment prior to delivery to the originator;
  - b) After a unit has been inventoried, the building TSS will be notified by phone or email that new equipment has arrived and is ready for pickup/delivery.
- 5) Software purchases will be handled in the following manner:
  - a) The district's software supervisor will accept, document, distribute and track newly received software. *(Note: FVEC will hold all original copies of software as part of licensing compliance).*
  - b) Copies of new software will be sent out to the originator (normally via grey mail) along with a form acknowledging receipt that is to be returned to the district's software supervisor.
- 6) Expected turn-around time from receipt of new items to deployment to originator's building will be one day in most cases. In the event of larger shipments (for example, 10 or more items) expect an extended turnaround time. In the event of an emergency, contact FVEC to make arrangements for immediate pickup/delivery.
- 7) A form will soon be available for submission of any assets in your building that have not been inventoried. After completion of the form, you will receive a new asset label to affix to the asset.