

New Purchases

End of each month, Ms. McDill provides Ms. Derrick with 700s list, including serial numbers

Next, Ms. Derrick enters new purchases into Integrity and then prints fixed asset or appropriate identification labels

Ms. Derrick gives monthly updates and new asset labels to Mr. Ringo

Mr. Ringo directs the distribution and placement of asset labels and other identifying markings within 20 school days

Finally, within 10 days of label placement, Mr. Ringo randomly selects a 5% sample of new purchases for spot check.
(Inspect what you expect)

Transfers

PRIOR to moving any tagged assets the following 4 steps must be completed

Step 1
Complete the district-approved transfer request and submit through interoffice mail, with teacher and principal signatures, to Ms. Derrick for approval.

Step 2
Ms. Derrick will provide a copy of the signed approval request to Mr. Ringo.

Step 3
Mr. Ringo will provide the school administrator with a copy of the approval form to be filed and will direct the actual transfer process.

Step 4
Mr. Ringo will return the approval form to Ms. Derrick for data entry into Integrity.

Deletions

PRIOR to removing any tagged assets the following 3 steps must be completed

Step 1
Complete the district-approved deletion request and submit through interoffice mail, with teacher and principal signatures, to Ms. Derrick for board approval.

Step 2
Upon board action, Ms. Derrick will inform Mr. Ringo, who will remove all identifying marks and properly dispose of items.

Step 3
Upon completion of disposal, Mr. Ringo will return the approved request form to Ms. Derrick for data entry into Integrity.