	<b>Technology Services Assets Team</b>	<b>SOP #</b>	TS-AAS-AS-003
		<b>Revision #</b>	
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<b>SOP Owner</b>	Leonard Chance IV	<b>Approval</b>	
<b>SOP Name</b>	Receive New Inventory from Vendor		

**Standard Operating Procedure**

**1. Purpose**

The purpose of this procedure is to establish a uniform process for receiving technology assets into the inventory of CFISD.

**2. Scope**

This procedure is for any vendor deploying inventory directly to a campus as well as the district staff members verifying inventory to their campus listing.


**3. Prerequisites**

Following the Process for Purchasing Technology.

**4. Responsibilities**


Vendors will follow procedures for requesting asset tags, tag placement, and recording technology asset details.

The Technology Services Asset Team is responsible for verifying on-site installation and recording asset details in TIPWeb-IT.

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**5. Procedure**

#	Step	Responsibility
1	The Vendor identifies the equipment that requires asset tags and emails a request for tags to CFISD Purchasing that includes the number of tags needed, vendor name, vendor ID, and purpose.	Vendor
2	Purchasing will send tags to vendor within 2 days of receipt of request.	Purchasing
3	Vendors will follow procedures distributed by the Technology Services Assets Team for asset tag placement on equipment.	Vendor
4	<p>Vendors will record technology asset details in a formatted spreadsheet and send to the Technology Services Assets Team within 5 working days of installation/delivery.</p> <p>For Non-E-rate funded technology assets, the vendor provided spreadsheet will include a list of inventory details to include at a minimum: Tag Number, Serial Number, Purchase Order Number, Make, Model, Site ID, Room ID, and Application Code.</p> <p><i>For E-Rate funded technology assets, the vendor provided spreadsheet will include the above inventory details as well as: Invoice Number, Start Date of Installation, Completion Date of Installation, Funding Year, and Funding Request Number.</i></p>	Vendor
5	<i>For E-Rate funded technology assets, Vendor will provide all signed delivery tickets and closing binder to both Technology Services Acquisitions and Technology Services Assets Teams within 5 working days of installation/delivery.</i>	Warehouse

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6	<p><i>For E-Rate funded technology equipment, Technology Services Assets Team or Technology Service Technician physically verifies the vendor inventory spreadsheet provided and signs vendor delivery tickets confirming receipt of installation and operation. Technology Services Assets Team ensures the E-Rate funding year of purchase and Funding Request Number (FRN) is clearly tagged permanently on each item.</i></p>	<p><i>Technology Services Assets Team</i></p>
7	<p>The Technology Services Assets Team goes into the inventory management system (TIPWeb-IT) and records the technology asset details within 2 days of email confirmation receipt from vendor.</p>	<p>Technology Services Assets Team</p>
8	<p>The Technology Service Technician places the asset in its assigned location via a Room-To-Room Transfer.</p>	<p>Technology Service Technician</p>
9	<p>All of these steps must be completed to ensure that the items' locations are reflected accurately in the inventory management system</p>	<p>Technology Service Technician</p>