

	<b>Technology Services Assets Team</b>	<b>SOP #</b>	TS-AAS-AS-004
		<b>Revision #</b>	
		<b>Implementation Date</b>	8/6/2015
<b>Page #</b>	1 of 2	<b>Last Reviewed/Update Date</b>	8/4/2015
<b>SOP Owner</b>	Leonard Chance IV	<b>Approval</b>	
<b>SOP Name</b>	Receive New Inventory by Drop Ship – Non E-Rate		

**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 Technology Service Technicians receiving inventory at campuses.

**3. Prerequisites**

Following the Process for Purchasing Technology.

**4. Responsibilities**

Technology Service Technicians will follow procedures for requesting tags.

The Technology Services Assets Team is responsible for tag placement and recording technology asset details.



**Technology Services  
Assets Team**

		<b>SOP #</b>	TS-AAS-AS-004
		<b>Revision #</b>	
		<b>Implementation Date</b>	8/6/2015
<b>Page #</b>	2 of 2	<b>Last Reviewed/Update Date</b>	8/4/2015
<b>SOP Owner</b>	Leonard Chance IV	<b>Approval</b>	
<b>SOP Name</b>	Receive New Inventory by Drop Ship – Non E-Rate		

**5. Procedure**

#	Step	Responsibility
1	Anyone at the campus receiving inventory shipments (Technology Service Technician, Secretary, Librarian) will create an iSupport ticket with a description of the item(s), their location, and the packing slip as an attachment.	Customer
2	The Technology Services Assets Team will verify if any new technology assets require an asset tag.	Technology Services Assets Team
3	The Technology Services Assets Team goes into the inventory management system (TIPWeb-IT) and adds the item(s) into the system assigning an asset tag.	Technology Services Assets Team
4	The Technology Services Asset Team goes to the school site and physically tags the asset within 3 working days of iSupport ticket receipt.	Technology Services Assets Team
5	Technology Service Technician places the asset in its assigned location via a Room-To-Room Transfer.	Technology Service Technician
6	All of these steps must be completed to ensure that the items' locations are reflected accurately in the inventory management system	Technology Service Technician