

	Technology Services Assets Team	SOP #	TS-AAS-AS-006
		Revision #	
		Implementation Date	8/6/2015
Page #	1 of 2	Last Reviewed/Update Date	8/5/2015
SOP Owner	Leonard Chance IV	Approval	
SOP Name	Track Donated Technology Devices		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to document the proper way to record the donation of technology assets into inventory.

2. Scope

This procedure is for any principal that needs to have technology assets added to their campus inventory.

3. Prerequisites

Request for service for any District facility.

4. Responsibilities

The Campus Principal or Technology Service Technician should initiate this process with an iSupport ticket.



**Technology Services
Assets Team**

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5. Procedure

#	Step	Responsibility
1	The Principal or Technology Service Technician identifies the equipment they would like to have asset tagged and recorded on the inventory for their campus and creates a ticket in iSupport with a description of the item(s) and their location.	Customer/Technology Service Technician
2	The Technology Services Assets Team goes into the inventory management system (TIPWeb-IT) and adds the item(s) to the system, assigning an asset tag.	Technology Services Assets Team
3	The Technology Services Assets Team goes to the school site and physically tags the asset within 3 working days of iSupport ticket receipt.	Technology Services Assets Team