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SOP Name	Transfer Equipment Between Sites		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to document the proper way to have technology assets moved from one site to another.

If E-Rate Funded, CFISD's process complies with the FCC stated "recipients of support are expected to use all equipment purchased with universal service discounts at the particular location, for the specified purpose for a reasonable period of time." If equipment is not serving the entities specified on the FCC Form 471 Funding Request Number (FRN) approved by USAC, CFISD needs to ensure that they have not transferred the equipment in a manner inconsistent with FCC rules. Equipment can only serve entities included in the original approved FRN.

2. Scope

This procedure is for any Technology Service Technician who needs to have assets removed from their campus.

3. Prerequisites

Request for service for any District facility.

4. Responsibilities

The Campus Employee or Technology Service Technician must initiate this process with an iSupport ticket.




**Technology Services
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5. Procedure

#	Step	Responsibility
1	The customer, or Technology Service Technician, identifies the equipment that they would like to have removed from their campus and creates a ticket in iSupport	Customer/ Technology Service Technician
2	The Technology Service Technician goes in to the inventory management system (TIPWeb-IT) and creates a Site-to-Site Transfer by selecting INITIATE TRANSFER on the Tools Menu.	Technology Service Technician
3	The Technology Service Technician will enter all of the Cypress-Fairbanks bar tags into the transfer request (NOTE: The asset must be in Available Status to add to the Transfer)	Technology Service Technician
4	<i>The Technology Service Technician can easily identify any E-Rate Funded asset by its additional label with Funding Year and FRN. The Technology Service Technician will create a separate transfer for only E-Rate assets by scanning all of the Cypress-Fairbanks asset tags into the transfer request.</i>	<i>Technology Service Technician</i>
5	<i>For E-Rate Funded inventory, any technology asset purchased with E-Rate funds will need to be approved by the Technology Services Assets Team, who will verify each asset is only serving entities included in the original approved FRN.</i>	<i>Technology Services Assets Team</i>

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6	Once all of the bartags are entered, the Technology Service Technician will click on the Ship Items Icon (Blue Truck). Take note of the Transfer Number, it will need to be documented in the iSupport ticket that was created.	Technology Service Technician
7	Once the transfer has been created, document the transfer number in the iSupport ticket and assign the ticket to the Technology Services Assets Team for pick up.	Technology Service Technician
8	The items will be picked up by the Technology Delivery Specialist and removed from the campus inventory.	Technology Service Technician