

	Technology Services Assets Team	SOP #	TS-AAS-AS-010
		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	Process for Recording Lost/Missing Equipment		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to create a unified method of recording technology assets that have been Lost/Missing/Stolen from your campus.

2. Scope

This procedure is for any Technology Service Technician overseeing inventory at their campus.

3. Prerequisites

None

4. Responsibilities

It is the Technology Service Technician's responsibility to ensure that the district's technology assets are properly accounted for and reported if lost or stolen.

Technology Services Assets Team will maintain an accurate inventory listing.



**Technology Services
Assets Team**

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5. Procedure

#	Step	Responsibility
1	The Property Loss/Damage form is completed with all required details and sent to Insurance and Security Department.	Technology Service Technician
2	Technology Service Technician will attach a digital copy of the Property Loss/Damage form to the asset in TIPWeb-IT for each tag recorded on the form for the Technology Services Assets Team.	Technology Service Technician
3	If a replacement asset is needed, the Technology Service Technician will create an iSupport ticket with the Property Loss/Damage report.	Technology Service Technician
4	Technology Services Assets Team will complete the iSupport ticket and if approved will attempt to replace the technology asset with a comparable asset within 3 working days from receipt.	Technology Services Assets Team
5	Technology Services Assets Team verifies lost, stolen, and removed technology assets and goes into the inventory management system (TIPWeb-IT) to change the STATUS of these assets accordingly and ARCHIVE INVENTORY two years from the date of asset status change.	Technology Services Assets Team
6	Technology Services Assets Team will select the appropriate status(s) of the Cypress Fairbanks asset tags they wish to archive (NOTE: Once an asset has been archived, it cannot be reversed without contacting Hayes Customer Support).	Technology Services Assets Team