

	Technology Services Assets Team	SOP #	TS-AAS-AS-011
		Revision #	
		Implementation Date	8/6/2015
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SOP Owner	Leonard Chance IV	Approval	
SOP Name	Process for Collecting Fees for Technology Assets		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to ensure schools are aware of the proper way to record fees for technology assets.

2. Scope

This procedure is for any principal that chooses to collect funds for technology assets in their campus inventory.

3. Prerequisites

4. Responsibilities

The Campus Principal should initiate this process at their discretion.

The financial manager of the campus is responsible for recording all fees collected in TIPWeb-IT.



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5. Procedure

#	Step	Responsibility
1	The Principal will create a policy for collecting fees for loss/damage of technology assets in the stewardship of their campus.	Principal
2	The financial manager of the campus will record all fees collected from students in the technology inventory system (TIPWeb-IT), taking care to record the asset tag associated with the fee.	Campus Financial Manager