	Technology Services Assets Team	**SOP #**	TS-AAS-AS-013
		Revision #	
		Implementation Date	8/6/2015
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SOP Owner	Leonard Chance IV	**Approval**	
SOP Name	Record the Removal or Disposal of Inventory		

Standard Operating Procedure

1.　Purpose

The purpose of this procedure is to document a uniform method to record the disposal of technology assets within a campus or administrative building.

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.

For Technology assets funded by E-Rate within a campus or administrative building, eligible products and services purchased with Schools and Libraries Program discounts cannot be sold, resold, or transferred for money or any other type of value; however, applicants can dispose of obsolete equipment for payment or other consideration no sooner than five years after the equipment is installed.

Applicants can now dispose of equipment five years or more after installation, even if payment or other consideration is received. Resale or disposal is prohibited before five years have passed. Note that applicants are not required to continue using the equipment for five years, nor are they required to dispose of equipment five years after installation.

For the FCC's disposal of obsolete equipment rule, refer to 47 CFR Section 54.513(b).
For the FCC's rule requiring that asset and inventory records be maintained, refer to 47 CFR Section 54.516.

2.　Scope

This procedure is for any Technology Service Technician overseeing inventory.

3.　Prerequisites

All technology inventory purchased is considered district property.

4.　Responsibilities

The Technology Service Technician must initiate this process with an iSupport ticket and record this process in TIPWeb-IT.

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5. Procedure

#	Step	Responsibility
1	If damaged or outdated devices are identified, the Technology Service Technician or Technology Services Assets Team goes into the inventory management system (TIPWeb-IT) and creates a Site-to-Site Transfer to the Service Repair Center or other temporary storage location by selecting INITIATE TRANSFER on the Tools Menu.	Technology Service Technician/ Technology Services Assets Team
2	The Technology Service Technician will enter all of the Cypress-Fairbanks asset tags into the transfer request (NOTE: The asset must be in Available Status to add to the Transfer)	Technology Service Technician
3	*For grant-funded inventory, any technology asset purchased with grant funds will need to be removed from the transfer request until approval by the funding source owner, who will complete the Texas Education Agency's Division of Grants Administration Inventory Disposition Request form.*	*Technology Service Technician*
4	*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 specific transfer for only E-Rate assets by scanning all of the Cypress-Fairbanks asset tags into the transfer request.*	*Technology Service Technician*
5	*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 at least five years or older from the date of installation. Resale or disposal is prohibited before five years have passed.*	*Technology Services Assets Team*
6	Once all of the bar tags 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 will be created.	Technology Service Technician

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7	The Technology Service Technician creates a ticket in iSupport, which includes the transfer number from TIPWeb-IT and the staging location in the school where the delivery specialist will find the asset for pickup.	Technology Service Technician
8	The Technology Service Technician evaluates the disposition of each technology asset to identify existing warranty status, usability status, and repair needs. Clearly label each asset with any usage issues.	Technology Service Technician
9	The items will be picked up by the Technology Delivery Specialist and removed from the campus inventory.	Technology Service Technician
10	The Technology Service Technician will change the status of each tag to its final disposition in TIPWeb-IT after conducting an evaluation of each technology asset to repair or condemn the item. Technology Service Technicians will salvage technology asset parts where appropriate.	Technology Service Technician
11	If Technology Service Technicians determine inventory should be recycled, a list of technology asset tags will be provided to the Technology Services Assets Team in a spreadsheet upon removal by vendor.	Technology Service Technician
12	Technology Services Assets Team verifies removed technology assets and goes into the inventory management system (TIPWeb-IT) and creates a Site-to-Site Transfer to the Condemned site location.	Technology Services Assets Team