	Technology Services Assets Team	SOP #	TS-AAS-AS-001
		Revision #	
		Implementation Date	8/6/2015
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SOP Owner	Leonard Chance IV	Approval	
SOP Name	Prepare for the Beginning and End of Year		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to establish a uniform process for verifying the physical location of technology assets purchased by CFISD.

2. Scope

This procedure is for any district staff member that needs to verify the location of inventory.


3. Prerequisites

This procedure is for any district staff member that needs to verify the location of inventory.

4. Responsibilities

The Technology Services Assets Team is responsible for communicating the inventory schedule, communicating procedures to campus and department staff, and providing reporting of results.

The campus and department staff is responsible for following the inventory taking schedule, guidelines, requesting replacement tags, reporting lost/stolen/damaged inventory, and reconciling all missing and misplaced inventory.

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5. Procedure

#	Step	Responsibility
1	Technology Services Assets Team will create an iSupport ticket which provides a schedule and due date to each school, coordinate communication with the campus principal, and provide room inventory reports from TIPWeb-IT for staff signoff.	Technology Services Assets Team
2	Teachers, Technology Service Technicians, and the Technology Services Assets Team will reference the room inventory reports to identify if any inventory is lost, missing, or damaged.	Principal/ Technology Service Technician
3	Technology Service Technicians will confirm the receipt and location of any summer technology asset deliveries performing ROOM TO ROOM transfers in TIPWeb-IT as necessary.	Technology Service Technician
4	The Technology Service Technician is responsible for following the Process for Recording Lost/Missing Equipment, if necessary.	Technology Service Technician
5	The Technology Service Technician is responsible for requesting replacement asset tags with an iSupport ticket to the Technology Services Assets Team, if necessary.	Technology Service Technician/ Technology Services Assets Team
6	The Technology Service Technician is responsible for reconciling all inventory discrepancies (missing and misplaced) found as a result of the physical inventory in TIPWeb-IT.	Technology Service Technician/ Technology Services Assets Team