



CLOVIS UNIFIED SCHOOL DISTRICT

Fixed Assets

STANDARD OPERATING PROCEDURE NO. 6012

Initiated by: Business Services

Created by: Directors

Description:

Fixed assets are any piece of equipment that has a value of \$500 or greater to include the costs of tax and shipping. Any equipment with a value of \$500 or greater must be received at the Warehouse to be received in and issued an asset tag number.

Procedures:

Purchasing Responsibilities

1. Process requisitions into purchase orders
2. Email Technology Office Manager purchase order information on non refresh desktops and laptops.

Technology Responsibilities

Refresh Equipment Only – Technology Service Center

1. Receive equipment from Warehouse
2. Asset tag equipment
3. Receive equipment into Tyler Munis into receiving module and fixed asset module
4. Setup and configure equipment
5. Create ticket for site and user computer is destined for
6. Deliver to final destination
7. Install equipment

Non Refresh Desktops and Laptops – Technology Service Center

1. Receive equipment from Warehouse
2. Setup and configure equipment
3. Create ticket for site and user computer is destined for
4. Deliver to final destination, if quantity is 5 or less. Larger quantities will go back to the Warehouse to be delivered to sites
5. Install equipment

Non Refresh – Technology Office Manager

1. Receive email from Purchasing with purchase order information regarding non refresh computers and laptops.
2. Create ticket for setup of desktop or laptop.

Warehouse Responsibilities

SOP 6012

Approved: 4/1/08

Revised: 5/11/15

All other Equipment

1. All equipment with a value of \$500 or greater must be received in and asset tagged by the Warehouse, excluding refresh computers. Refresh computers will be signed for by the Warehouse and then delivered to the Technology Service Center.
2. Check in equipment.
3. Asset tag equipment. Thin Client's will also be asset tagged even though they are under \$500.
4. Receive equipment into Munis receiving module and fixed asset module, using the scanners when applicable.

Delivery of Equipment

1. Desktops and Laptops – deliver to Technology Service Center
2. Servers – contact Network Team to pick up from Warehouse
3. Thin Clients, Printers and Monitors – deliver direct to site
4. Plant Operations and Grounds equipment – contact department for delivery or pickup instructions
5. All other equipment – deliver direct to site