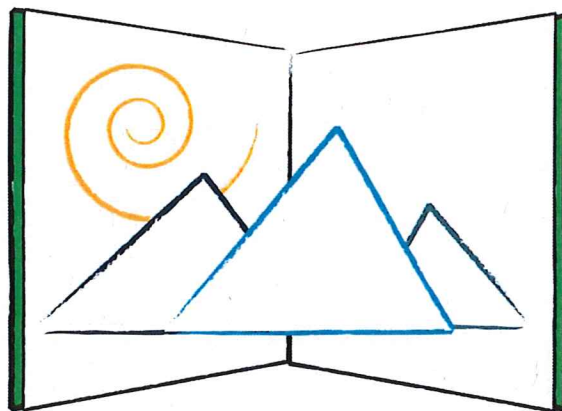


Fixed Assets

Training Materials



CANYONS
School District

Receiving

All items that fall under the guidelines of a fixed asset should be bar coded before being put into use. You **MUST** have a purchase order (PO) number to enter an asset into receiving if you don't have a PO Email the fixed asset coordinator and they can find out what that number is. Reminder: Items tagged at the warehouse are already tagged and assigned to your building. Upon their arrival the fixed asset person needs to scan these in the inventory section of the fixed asset program and assign them to the room they will be assigned to.

PO number for a purchase card (P card) use the receipt number for the PO number, if the number is longer than 10 numbers then use the first 10 numbers and in the description 1 section enter the whole receipt number after the description of the item.

Inventory

Prior to starting your inventory have the Principal send out an e-mail asking that everyone bring in all District issued assets (laptops, iPad, etc.) and remove all covers for easier access to scan the tag. You never want to start your inventory on a Monday, due to forgetfulness; you can send reminders on Mondays. When you start your inventory take with you tags, a note pad and a pencil and we can print a report so you know what you are looking for in each room. As you go room to room – change the room number. If you come across something that is not tagged or the tag has been removed and should be tagged, please enter it in inventory first enter the Serial number into Skyward finance fixed asset to see if it has been entered before and if it has then do a old tag to new tag in the fixed asset program, if the item has not been entered then find out what the PO should be by asking Susan Hardman in fixed assets and enter it at that time and tag the item.

Reconciliation

The Fixed Asset Coordinator will provide you with a missing report which means, items that were not scanned during inventory. It doesn't mean the item is missing from your school. These are the items you need to find and scan. The report will provide you with the last inventory date and the room that it was in when it was inventoried. If there are items that you cannot find you will then need to fill out a missing report and have your Principal

sign it and then put it in District mail to: Central Warehouse Fixed Asset Coordinator Susan Hardman, Keep a copy for your own records.

Placement of the bar code

The bar code should be placed where on the item?

Rule-of-thumb: On the right-hand side of items as long as the scanner can read the bar code.

Copier: Right hand side top or side is fine.

Laptop: The tag is normally placed on the bottom of a laptop. The tag can also be placed on the cool side of the bottom which is the opposite side of all the ports. The tag can also be placed on the top of the laptop, please verify that the tag can be read correctly with the laptop is open. And please verify with the person that is using the laptop that it is okay to place the tag on the top.

Laptops and Macbooks in mobile labs: You want to place the bar code tag on the front, on the rechargeable side so when you are doing your inventory you only have to pull the laptop out a little bit instead of the whole thing.

IMac computers: Tag is too large to put on the right hand side so these tags are put in the middle, under the apple on the back side.

IPad: place the tag on the back of the unit just above the serial number.

Desk top computers: place the sticker on the top that will be facing out so that it can be scanned easier.

Please remember the bar code tag needs to be somewhere on the item that the scanner can read the bar code. If it cannot go on the right-hand side please make sure it is visible and that the bar code is flat. The scanner has a hard time reading a bar code that is going around an item.

Warranty

There is a line item on a purchase orders (PO's) for warranty information. The invoice date is the date used to determine the expiration date of the warranty. Because we are using the invoice date there may be a period of time between the invoice date and the date received that would extend the warranty; some warranties start when the item is received. If you are going to put in a warranty claim and the warranty coverage is in question, call the vendor on the PO.

Apple

All Apple products come with a 1 yr. warranty.

Additional warranty can be purchased; this information will be located on the invoice.

3-3-3; Parts - Labor - Tech Support

APA = Apple Parts Agreement

Bernina sewing machines and serger

1 year - unlimited warranty

2 year - power

5 year - parts and circuit board

25 year - "defective" manufacturer parts

Cafeteria mixers

Hobart mixers - 12 months parts and labor

Copiers

45 days = 6 weeks plus 4 days

Custodial Equipment

1 year to 10 years

Hewlett Packard

Desktop and Laptops: 3 yr. parts & labor, this will be stated on the invoice

Wood Shop tools

1 to 5 year warranty

Vehicles

3 years / 36,000 miles bumper to bumper warranty

5 year 50,000 miles power train warranty