1 – Request for purchasing equipment is entered and approved in the Purchasing Control System (PCS) – electronic entry of requests.

2 – Asset number(s) are assigned if ordering an individual piece of equipment that has a useful life greater than two (2) years, a cost (or value if donated) greater than $5,000 and if the equipment maintains its identity while in use. All computers and weapons regardless of cost or age must also be assigned inventory numbers. Sensitive items (items that are most likely to be stolen) that have a value of less than $5,000 (i.e. TVs, projectors, cameras) may also be inventoried at the discretion of the College.

A. asset number is typed on P.O. along with the class code
B. asset number is attached to a separate copy of the P.O. and filed with the Purchasing Dept. copy.

3 – When a purchase order is paid in full by the Accounts Payable Department, the copy of the P.O. with the inventory sticker(s) on it is given to the Purchasing Department.

4 – Asset information is entered into the Equipment Module in ISRS with as much data as possible.

5 – Inventory sticker and copy of purchase order is attached to an inventory form and sent to the requestor who ordered the item(s). A copy of the P.O. will be placed in a 3-ring binder for pending asset information.

6 - Requestor will take inventory sticker and place it on the equipment and fill in the remaining information on the inventory form (i.e. Mfg. Name, Model #, Serial # and location). Form is then returned to Purchasing Department within five working days.

7 – Purchasing person will pull the copy from the pending asset book and enter the remaining information into the Equipment Module in ISRS.

8 – Purchase order and inventory form are filed in the inventory book by inventory number.

9 – If the form has not been returned within the five working days, an e-mail goes out requesting that the form be filled out and returned within five working days.

10 – If form still has not been returned, a second e-mail goes out with a copy to the appropriate administrator.

11. If an asset is moved to a new location, sold, junked, stolen etc. an Inventory Change form must be completed immediately. Form is to be sent to the Purchasing Department. Change form is on j drive.

Date of Implementation: March 2004
Date of Adoption: 3/04