Title: Procedures to Surplus Inventory Items attached to Elizabeth City Pasquotank Schools

Purpose

The purpose of this Technology Standard Operating Procedure (TSOP) is to provide guidance and specific instructions for processing items that are surplus. This includes both inventory and items that are not on inventory.

Scope

This TSOP was developed for those responsible for inventory in each school or department.

Responsibilities

This TSOP was developed by the ECPPS Technology Department. Please contact them at helpdesk@ecpps.k12.nc.us or 252-338-1017 if you have any concerns or would like to make recommendations for improvement.

Definitions:

Inventory plus+ is an equipment inventory tracking and reporting system designed to provide school staff a tool for storing and reporting information regarding equipment in their schools.

Reference:

Inventoryplus+ Users Guide

Procedure:

Items with ECPPS Asset Tags

1. Locate surplus item

2. Pull up item in Inventoryplus+

3. Print item to later enter into Inventory Central.

4. Pen changes to the item on the printed sheet. Indicate that the room is SURP

5. Enter data at Edgewood to reflect the move to SURP and date of the move. (Use all caps for SURP Room).

Items without Asset Tags

1. Fill out new item sheet with as much information as you can obtain. This should include the serial number and the make and model if possible.

2. Number items using an Avery Label and the following numbering scheme:

324-04-001

324 (your school number)
04 (the current school year)
001 (the first item numbered)

3.Keep New Item sheet to enter into Inventory Central.

4. Enter into Inventory Central at Edgewood to reflect the move to SURP and date of the move. (Use all caps for SURP Room).