Federal Technology/Equipment Inventory Process Procedures

The US Department of Education/State of Michigan defines equipment as any instrument, machine, apparatus, or set of articles that meets all the following criteria:

1. It retains its original shape, appearance, and character with use;

2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;

3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit;

4. It can be expected to serve its purpose for at least one year; and

5. The item costs more than $500. (The Michigan Department of Education item cost requirement is more than $100)

Process for all buildings/program budget allocations for furniture/equipment/technology

1. Approval sequence Grant: 1_{st} – School/District SI Team, 2nd - District Grants Office/Finance Department, and 3rd - MDE

2. Ordering and approval sequence

1st - Buildings/Programs create purchase orders with approval from Program Director/Principal, 2nd - All orders will be reviewed by the appropriate central office department(s) and 3rd -shipped to the appropriate department/building.

 o   Business Office Manager creates/submits order indicating the purchase order number on the order, item, funding source, and unit cost for each item after purchase order is approved

4. Labeling and database

1st - Once the technology/equipment/furniture order is received Label tags for the equipment will be created which will include the following: District name, funding source, purchase order number, and cost. 2nd – Grants Office is responsible in creating and maintaining an electronic spreadsheet containing equipment data for each piece of equipment over $100 (State and federal) purchased with grant funds which include the following:

School/Building Serial number

Description of the equipment/type Purchase order number/date

Manonfacturer/make/model Funding source
Location of the item Cost
Asset/label tag # Vendor number
5. Compliance monitoring
▯ Using Technology's online portal, the building principal will verify equipment assigned to their building 3x per year. This verification will include new additions and location of the equipment. All changes (additions or deletions) will be communicated to Technology via email.
▯ The building principal will supply a spreadsheet printout from the online portal verifying that all assigned equipment is accounted for in the correct location. A copy of the printout will be maintained in the building office for auditing documentation.
▯ Office of Technology will verify proper labeling, location, of all equipment every 2 years as of March 2014
▯ Department of Improvement and Innovation staff will biannually monitor/audit to verify proper labeling and location of all grant purchased technology/equipment/furniture over $100. If not properly located and labeled, the building will have 2 weeks to correct the issue and the Grant Compliance Officer will return to the building to verify the correction

6. If equipment is moved
▯ From original location to another location within the building, it is the responsibility of the principal to notify the Technology Office via email to update the technology database online portal
▯ To another building/site, it is the Technology Office's responsibility to move equipment and update the database online portal

7. Lost or stolen
▯ Building principals/administrators will notify the Technology Office and Public Safety if equipment is lost or stolen and submit the proper forms

8. Documentation
▯ The Department of Improvement and Innovation will provide the technology Office a legend for account numbers. This information will be updated in the technology database
▯ The Department of Improvement and Innovation will request reports for equipment audits semiannually and as needed if requested by the MDE, auditors and/or central administration
▯ The Technology Office will query the database and extract the necessary information upon request and send to the appropriate school or department