

## Federal Technology/Equipment Inventory Process Procedures

The US Department of Education 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 funds: 1<sup>st</sup> - MDE  
2<sup>nd</sup> - State and Federal Programs Department  
3<sup>rd</sup> - Business Department
- General funds: 1<sup>st</sup> - Program Directors/Building Principals  
2<sup>nd</sup> - Business Department

#### 2. Ordering and approval sequence

- Buildings/Programs complete Material and Equipment Request form with approval from Program Director/Principal.
- Material and Equipment Request Form submitted to Director of State and Federal Programs for approval then forwarded to Business Department for processing.
- Business Department will create purchase order and submit to vendor
- Technology office is included in all purchase order approvals
- All orders will be shipped to the technology department.

#### 3. Labeling and database

Once the technology/equipment/furniture order is received in the Technology Office

- Label tags for the equipment will be created which will include the following:
  - District name, funding source, purchase order number, and cost.
- Technology Office is responsible in creating and maintaining an electronic spreadsheet containing equipment data for each piece of equipment over \$100 purchased with grant funds which include the following:

School/Building	Serial number
Description of the equipment/type	Purchase order number/date
Location of the item	Cost
Asset/label tag #	Vendor number
Manufacturer/make/model	Funding source

4. Compliance monitoring

- 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 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 2017
- State and Federal Programs 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 Director of State and Federal Programs will return to the building to verify the correction

5. 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 and Director of State and Federal Programs via email to update the technology database inventory.
- To another building/site, it is the Technology Office's responsibility to move equipment and update the database.

6. Lost or stolen

- Building principals/administrators will notify the Technology Office and Director of State and Federal Programs if equipment is lost or stolen and submit the proper forms to include Police Report.

7. Documentation

- The State and Federal Programs Office 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