PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

ASSETS

OPERATING MANUAL

PGCPS

ASSETS

- PROCUREMENT
- RECEIVING
- TAGGING
- DEPRECIATION
- INVENTORY
- REPORTING
- PHYSICAL VERIFICATION/ RECONCILIATION
- REASSIGNMENT/ RELOCATION
- STORAGE
- RISK/SECURITY
- SERVICE/ MAINTENANCE
- DISPOSAL/ DECOMMISSION
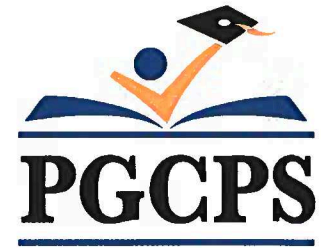
Revised November 2020

Oracle Fixed Assets – Accounting & Financial Reporting Office
Property Control Office – Internal Audit Department
Technology Support Services – Information Technology

TABLE OF CONTENTS

I. ACCOUNTABILITY STATEMENT

From time to time, in order to benefit the educational experience of students, the Board of Education will procure equipment, materials and other tangible items and assign said items either to a Board of Education Employee or to a Board of Education location for use and safe keeping.

Board of Education Employees are responsible for all equipment, materials and other tangible assets assigned to them.

Board of Education Employees and Supervisory staff are required both to preserve and account for the equipment, materials and other tangible assets for which they are responsible.

'Preserve' means taking reasonable steps to prevent loss, defacement and damage, report malfunctions and use the property in the manner consistent with its purpose.

'Account' means being able to immediately produce the Board of Education property assigned or give an accurate disposition of the property if it is no longer in use. 'Account' also means ensuring appropriate documentation is prepared for all occasions requiring documentation and ensuring the documentation is accurate. Such occasions include, but are not limited to: transfers, receiving, disposition and short-term loans.

Board of Education Employees entrusted with equipment, materials and other tangible assets and Supervisory staff entrusted with equipment, materials and other tangible items are responsible for loss or damage to said Board of Education Property.

II. STATEMENT OF PURPOSE

Board Policy 3260, Property Disposal, states, "All books, equipment, supplies, furniture or other tangible units procured by and donated to the Public School System from any source shall become the property of the Board of Education of Prince George's County and shall not be altered, defaced, sold or disposed of except as provided for by the Superintendent of Schools." This policy was established to ensure maximum utilization of materials and equipment within the Prince George's County Public School System and to provide for the orderly disposal of items which are surplus to the school system.

The procedures outlined in this Accounting Operating Manual are designed to support Board Policy 3260 and to assist our schools and offices in maintaining an accurate listing of all equipment, materials and furniture or other tangible units assigned to their location.

III. DEFINITION OF TERMS
The following definitions are applicable to this manual:

A. Non-consumable items*:

1. Retain their original shape and appearance with use.

2. Are non-expendable - that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.

3. Do not lose their identity through incorporation into a different or more complex unit or substance.

4. Represent an investment of money, which makes it feasible or advisable to account for the items.

5. Represent equipment with its own serial number fixed to the item.

6. Have a useful life of at least two years.

Examples of non-consumable items are: laptops, printers, ovens, and floor scrubbers

B. Information Technology - Asset Management System (AMS): This is the information system used to track and maintain all technology assets throughout the school district. It is administered and maintained by the Information Technology Division.

C. Accounting and Financial Reporting (AFR) - Oracle Fixed Assets: AFR is responsible for the accounting of capital assets in Oracle Fixed Assets module and the proper reporting in the Comprehensive Annual Financial Report (CAFR). As well as working collaboratively with the coordination of the triennial physical inventory of Board of Education assets valued $1,500 or greater. At this three-year interval, items meeting the $1,500 or greater threshold will be verified as to existence, useful life, correct location, and proper tagging/barcoding.

D. Capital (Fixed) Assets: Land, buildings, site improvements, construction-in-progress, vehicles and equipment individually costing $5,000 or more and with an estimated useful life in excess of one year, are classified as capital assets.

E. Internal Audit - Property Control Office (PCO): The PCO is responsible for conducting ongoing audits of computer and technology-related equipment based on an annual audit plan.

F. Administrator: The Principal or Division/Department Head is responsible for ensuring a school/office maintains a comprehensive listing of all assets within their facility, complete In-Use Inventory Equipment Receiving Report, Material Transfer/Report of Excess Property Form and serves as the team lead for inventories conducted at their facility/office.

G. Technology Distribution Center (TDC): The Technology Distribution Centers (TDC) receives all technology equipment (except interactive panels) that are ordered by the school system. Once received equipment is asset tagged and entered into the Asset Management System. There are two distribution centers located at Duval and Gwynn Park High Schools.

IV. ASSET MANAGEMENT PROCEDURES

All school Principals and Department Heads ("Administrator") are responsible for control of their equipment inventory. The Principal or Department Head will be accountable for compliance with these procedures.

A. **The TDC will issue** a mobile computing device, such as a laptop to staff and have them accept the asset on the electronic Employee Equipment Agreement for the asset. Staff accepts their asset by using their unique username and password. *(see Attachment 2 for a specimen of the Employee Equipment Agreement).*

B. **The school/office acquires other equipment** such as document cameras, LCD projectors, tablets, Chromebook, video cameras, etc., and collect documents for:

   1. Assignment to a classroom

   2. Daily sign out/sign in of equipment

   3. Assignment of equipment for use outside of the workplace (cell phones, laptop computers, desktop computers, etc.)

C. **Oracle Fixed Assets – Accounting & Financial Reporting Office (AFR)** requires schools/offices to maintain a complete listing of all equipment purchased or donated regardless of value. This listing must be available for review upon request.
   Asset Management System (AMS) – Information Technology within this system a listing of all technology equipment which have been tagged is maintained and may be provided upon request.

V. TECHNOLOGY REFRESH PROGRAM

The Technology Refresh Program was established to support the funding and refresh of technology for instruction, staff, and the network infrastructure. This refresh program is based on a 4-year cycle depending upon funding availability.

A. **Technology Refresh Program for Student Devices:** Mobile computing devices such as laptops, Chromebook, and tablets will be provided to all schools. Charter Schools have instructional autonomy and purchase devices with their allotted funds.

B. **Technology Refresh Program for Staff Devices:** Designated administrative, instructional, and support staff are eligible to receive a district-issued computing device to be used for their job. Only certain employees receive a mobile computing device as a requirement of their position. Each staff member must accept the asset on the electronic Employee Equipment Agreement for mobile equipment in the AMS.

C. **Technology Refresh Program for Network Infrastructure:** This program is designed to maintain the school district's network infrastructure which includes network switching equipment in Comcast head-end rooms, routers, switches, controllers, access points, UPSs, servers, server racks, storage, fiber adapters, and other related equipment.

D. **Technology Refresh Program for Classrooms:** Equipment such as interactive panels, document cameras, projectors and other instructional technologies. **(Currently this program is not fully funded)**

VI. ACQUISITIONS

A. New Equipment
PGCPS acquires a variety of equipment to enhance the educational development of its students. The procedures outlined below are required to ensure that the equipment is maintained in its best possible condition. These steps are required for _all_ new equipment, regardless of how acquired.

Technology Equipment

1. When a school or administrative office purchases computing devices or other technologies, it is automatically shipped to the TDC that supports the respective school. Once delivered to the TDC, the equipment will be barcoded, placed in the Asset Management System, provisioned with appropriate software, delivered to the school/office, and installed by the IT Technician assigned to the school/office. A copy of the Material Transfer will be provided to the school/office upon delivery. All Material Transfers of barcoded technology equipment are electronic and kept in the AMS.

Non-Technology Equipment

2. All schools and administrative offices should prepare an *In-Use Inventory Equipment Receiving Report (Attachment 3)* for non-computer equipment regardless of value and forward it to the Oracle Fixed Assets of the AFR. This form should be completed in its entirety and include description, serial number, model number, manufacturer, and unit price.

This report is available at this URL
http://www1.pgcps.org/search_pgcps.aspx?q=Receiving%20Report
and can also be accessed from the Accounting and Financial Reporting
Office website.

All schools and administrative offices should maintain a copy of the In-Use Inventory
Equipment Receiving Report for their records.

Oracle Fixed Assets – Accounting & Financial Reporting Office (AFR)

Land, buildings, site improvements, construction-in-progress, vehicles, equipment
and select technological equipment i.e. servers, interactive whiteboards, carts owned
by the Prince George's County Public School System with a value of $1,500 or more
are required to be recorded in Oracle fixed assets module *maintained* by AFR.

Asset Management System (AMS) – Information Technology

All computing devices regardless of value are bar-coded and placed in the Asset
Management System (AMS) maintained by the Information Technology (IT) Division.

All technology assets purchased by entities of the school district should be shipped to one
of the school district's Technology Distribution Centers (TDCs) **see Attachment 1** to be
bar-coded and provisioned for assignment to employees or delivered and assigned to
schools/offices throughout the school district. The only exception is for whiteboards,
which are shipped directly to schools and bar-coded during installation. Similarly,
network infrastructure equipment is usually shipped directly to one of the district's Data
Centers and is bar-coded before being placed into operation.

A report of assets can be generated for any school/office from the Asset Management
System. The contents of these reports are used for the following purposes:

      a) To support the value of fixed assets
      b) To support self-insurance claims
      c) To provide support for furniture and equipment budget requests
      d) To establish control of property transfers
      e) For submission of accurate reports to State and Federal agencies

B. Donations

Prince George's County Public Schools is the recipient of donations made by several
organizations. If the donated equipment is new, follow the same reporting process as
outlined above. Most used equipment may not require reporting to the Accounting &
Financial Reporting Office. However, this equipment should be maintained on the
school or department's in-house database for equipment regardless of value. All
equipment should be labeled with the school or office's name and the item's serial
number.

**The TDC will add to inventory technology equipment that has a depreciable
value of over 25% of the original cost.**
This equipment will be treated in the same manner as purchased equipment.

VII. DISPOSAL and TRANSFERS

A. Obsolete or Unserviceable Equipment
Occasionally equipment and furniture will become unserviceable or beyond repair, and must be disposed of. Others may be in good condition but are not needed by the school/office where currently located. School System employees should effectively use resources entrusted to their care. Items that have become unserviceable but have residual value must be reported to the Warehouse within the Purchasing and Supply Services Department for disposal instructions. Procedures are as follows:

1. **Determination is made by local school/office of excess items, which may be redistributed within the system** – The school/office reports the items electronically to Warehouse within the Purchasing and Supply Services Department via the ***Material Transfer/Report of Excess Property Form (Attachment 4).*** The form is at http://www1.pgcps.org/search_pgcps.aspx?q=Materials%20Transfer and can be accessed from the Accounting Office website. E-mail forms to material.transfers@pgcps.org.

2. **Determination is made by the CEO or his/her designee whether the items to be removed are to go to auction, be trashed, or donated to non-profit organizations that have met requirements.** In each situation, the designee must communicate with the Administrator of the school/office that is requesting removal of the equipment to determine whether it can be used elsewhere in the school system before disposal.

Requirements for Nonprofit Organizations – A Federal Employer Identification Number (FEIN, or tax id) must be provided. A letter on the organization's stationary must be sent to the Chief Financial Officer requesting specific equipment or instructional materials, noting that tax identification number.

No individual has the authority to sell, donate, loan or otherwise dispose of any property of the Board of Education except as authorized specifically by the Chief Executive Officer or his/her designee. Currently, Warehouse and Supply Services within the Purchasing Department is responsible for matters of excess property redistribution and disposal and Transportation – Central Garage Services is responsible for decommissioning of bus and non-bus fleet. **As far as State or Federal grant-funded equipment, these goods should NEVER be disposed of without first consulting the Grants Financial Management Office (GFMO).**

VIII. LOANING OF EQUIPMENT

A. Employees
Circumstances will arise when it becomes necessary to allow an employee use of certain equipment while working at another administrative office or school location. If such a circumstance occurs, the procedures outlined below must be followed:

1. **All equipment issued to staff via TDC (i.e., laptops, iPads)** requires the employee to accept the asset on the electronic Employee Equipment Agreement in the AMS. The Employee Equipment Agreement in the AMS and a copy provided via the employee's email account. The information is also stored in the AMS. The employee must give a copy to the administrator at their assigned location. By signing the equipment agreement, the employee agrees to take proper care of the equipment while it is assigned to him or her. Damaged or stolen property due to negligence is the personal responsibility of the employee.

2. **Equipment is assigned to staff until it is fully depreciated and eligible for refresh or the employee is terminated from the school district.** If an employee transfers to another work location, they should keep the mobile computing device that was assigned to them by the TDC. If they have other school equipment assigned to them, not provided by the TDC, such as a projector assigned to the school/office, they should return this equipment before leaving their work location.

3. **Equipment assigned to the school/office can be removed from the site to be used temporarily at another location.** The Administrator responsible for the employee taking the equipment (video visualizers, LCD projectors, document and video camera) outside of the work site must complete an Employee Equipment Agreement, which must be assigned and accepted in the AMS by the employee. One copy should be kept on file at the school or administrative office.

   a. **An employee terminating employment with PGCPS.** It is the employee's responsibility to return the equipment assigned to them to one of the Technology Distribution Centers.

At the end of every month, IT Staff will run a terminated employee report in the AMS. This report will provide a list of staff that has terminated employment within the last month. IT Staff will contact School and Office administration to check to see if equipment assigned to the terminated employee was left at their work location. If not, a letter will be sent to the terminated employee requesting the return of equipment or a payment in the amount of the value of the device.

B. Students

In the daily process of educating students in PGCPS, it may become necessary to send a computing device home with students to enhance the learning environment. When this occurs the following procedures must be followed:

1. The student's parent or guardian will log into MySchoolBucks and pay an annual student device fee.
2. School staff will assign a computing device in the AMS to the student. The student will accept the assignment of the device in the AMS by logging in with their unique username and password to complete the electronic Student Device Usage *Agreement (see Attachment 6).*

3. A copy of this agreement is maintained in the AMS. A copy is provided to the student to give to their parent/guardian.

4. Students must turn in their assigned device at the end of each school year. The student will receive a receipt that the computing device was returned.

5. The school must keep accurate records of the serial numbers of equipment that is being loaned; and the equipment must appear on the school's inventory listing regardless of value.

IX. SPECIAL FUNDS

A. Grants
PGCPS is the recipient of grants awarded by several different sources. These include Federal, State, and County, university or private industry funding sources. When a grantor awards funds to purchase equipment under grant guidelines, that equipment must be reported to the Accounting & Financial Reporting Office on an *In-Use Inventory Equipment Receiving Report* and provide the name of the Grantor. All schools/offices should maintain a comprehensive inventory listing for items purchased with grants funds just as all school system purchases and donations regardless of value.

Special tags are supplied for some grant-funded equipment, such as the Title I Grant. These tags must be displayed on the equipment at all times.

B. Charter Schools
In accordance with terms of the PGCPS Charter School Agreement, a Charter School must track and maintain a good record of any equipment purchased with PGCPS funds with a per unit value of $1,500 or greater, and notify the Accounting Office of same for tracking purposes. The equipment must be reported to the Accounting & Financial Reporting Office on an *In-Use Inventory Equipment Receiving Report*. It is imperative the Accounting Office is notified so these purchases are properly tagged as PGCPS property. The Accounting Office can be contacted at fixedassets@pgcps.org.

Additional equipment purchased with unit values of less than $1,500 should also be cataloged as School System property and records of such equipment maintained by the Charter School. The Charter School operator shall make such inventory available to the School Board upon the Board's request. The Charter School shall also maintain a program for the maintenance, repair and protection of school system property, including adequate property insurance to protect against physical loss or damage to PGCPS real or personal property.

X. LOSS OF PROPERTY

The Board of Education has chosen to insure its buildings and contents through a combination of arrangements, including its operating budget and participation in the County Risk Management Fund. Regardless of the source of funds, procedures consistent with sound management and insurance practices must be followed when filing claims for property damage and content losses.

A. Deductible
A deductible, the traditional tool of the insurance industry, is applied to stimulate loss-prevention awareness and help reduce future losses. Claims should be reported to the Office of Security Services as required under the established procedures.

The Risk Management Office, which receives a copy of all property loss reports, will apply a $1,000 deductible for contents that are lost caused by theft or vandalism. Where the school shows effort to prevent further losses, a waiver of the deductible may be approved. Where a school can prove the loss was beyond its control, a waiver may also be approved. For losses within the deductible, schools will be instructed to replace the equipment out of their funds. For the balance of these claims, schools will be required to send a check to cover the deductible before the Risk Management Office proceeds with replacement. Diligent loss prevention will keep a school from having to absorb a deductible.

B. Theft and Damage Procedures

1. General Requirements

The following procedures must be followed when there are incidents of theft and damage to PGCPS property:

    a. The Administrator in charge must notify the Office of Security Services at 301-499-7000, when inventoried property is lost, stolen or damaged.

    b. The Administrator in charge must have completed a Form 10-M, **Security Incident Report and Self-Insurance Form *(See Attachment 5)*,** signed the document and submitted it to Security Services. Copies of all documents must be kept by the administrator in charge for audit purposes.

        i. Security Services will:

- Investigate as needed
- Coordinate with police
- Notify Risk Management by copy of Form 10-M
- Report findings to Risk Management

ii. The Risk Management Office will:
- Setup account string
- Prepare inventory loss form for school/office to complete
- We request the school/office provide us with the quotes from the vendors and photos of the damage
- Seek additional information as needed
- Prepare a requisition for replacement items once all documentation is received from the school/office
- School/Office is to notify Risk Management upon receipt of replacement items
- Risk Management receives the items in Oracle

2. Computers damaged by accident or vandalism

   a. The user should report damaged computer equipment immediately to the assigned IT Technician or the TDC.

   b. A service request will be made for computer repair. Once the computer has been repaired, it will be returned to the user.

3. Computers damaged or lost by user negligence

   a. For district-assigned devices the Employee/Student Device Usage Agreements details responsible, safe and appropriate use as well as covered incidents, incidents not covered and replacement costs. (See attachments 2 and 6 respectively)

   b. A loaner device will be issued once deductible is paid. The Employee/Student device will be repaired or replaced.

4. Stolen Computers

   a. The user is required to report the theft of equipment to their administrator in charge and to the IT Technician/TDC. The administrator in charge will immediately notify Security Services.

   b. If the user is not at their worksite when the equipment is stolen, they are required to immediately report the theft to the local police, obtain a police report, and the investigating officer's name and badge number.

   c. Upon returning to the worksite, the user should forward this information to the administrator in charge and to the IT Technician/TDC.

C. Unable to Locate Equipment

When efforts to locate lost equipment are unsuccessful the following should occur. An investigation may still be needed and will be determined on a case-by-case basis.

    1.   Process an Asset Inventory Loss Form *(see Attachment 7)*.

    2.   Submit the completed form to following
        a. Accounting and Financial Reporting Office
        b. Risk Management Office
        c. School or administrative office.

XI. PERSONNEL TRANSFERS, LEAVE OF ABSENCE OR TERMINATION

A. Transfers

In the event an employee transfers to another work location, the employee may take their district-assigned mobile computing device with them to their new location.

If the employee has been assigned any other equipment from the school/office, the employee must return the equipment to the school/office before transferring to their new work location. It is the responsibility of the Administrator to ensure that all materials and equipment are returned, in good condition, to the work site.

When an employee turns in their district-assigned equipment, staff should inspect the equipment and re-assign the asset either back to the TDC or the School/Office. This is completed by an individual accepting the equipment from the employee. The employee should receive a receipt showing that the equipment has been returned.

However, employees are not authorized to remove any equipment designated by Title I equipment. The Title I office must be contacted before any Title I equipment is transferred from one location to another and the same for any other Grants funds equipment. Equipment purchased with School Activity Funds (SAF) must also remain at the school that acquired the goods.

B. Leave of Absence

In the event an employee is on a Leave of Absence from PGCPS, the employee must return their district-assigned computing device to one of the TDCs and any other equipment that was assigned to them by the school/office should be returned to the IT Technician that supports the particular work location.

C. Terminations

In the event of termination, the employee must return their district-assigned computing device to one of the TDCs. Any other equipment assigned to them by the

school/office should be returned to the IT Technician who supports that particular school/work location.

XII. PHYSICAL INVENTORY

Oracle Fixed Assets – Accounting & Financial Reporting Office
To verify existence and ensure the accuracy of the Oracle fixed assets module, a physical inventory is performed within a three period of land, buildings, vehicles and equipment. This inventory, comprising both inventoried assets (cost of $1,500 to $4,999) and depreciable assets (cost of $5,000 and greater), is completed by designated staff. A work plan should be developed to serve as guide for the inventory taking process based on physical inventory procedures *(see Attachment 8).*

Property Control Office – Internal Audit
Property auditors also conduct revolving physical inventories of all technology assets maintained in the *Asset Management System* (AMS) based on an annual audit plan.

A reconciliation between physical counts and property records in *AMS* should be completed and resolved within the course of the actual property assessment being performed. Principals and Department/Division Heads are required to respond to finalized results of physical property inventories within two (2) weeks.

ATTACHMENTS

Technology Distribution Center	Assigned Site
Duval HS	Adelphi ES
Duval HS	Andrew Jackson Academy
Duval HS	Annapolis Road Academy Alternative High School @ Tall Oaks
Duval HS	Ardmore ES
Duval HS	Beacon Heights ES
Duval HS	Beltsville Academy
Duval HS	Benjamin Foulois Creative and Performing Arts K-8
Duval HS	Benjamin Tasker MS
Duval HS	Benjmain Stoddert MS
Duval HS	Berwyn Heights ES
Duval HS	Bladensburg Bus Lot
Duval HS	Bladensburg ES
Duval HS	Bladensburg HS
Duval HS	Bladensburt Garage
Duval HS	Bond Mill ES
Duval HS	Bonnie F. Johns
Duval HS	Bowie (Belair) HS Annex
Duval HS	Bowie HS
Duval HS	Bradbury Heights ES
Duval HS	Buck Lodge MS
Duval HS	C. Elizabeth Rieg Regional
Duval HS	Calverton ES
Duval HS	Capitol Heights ES
Duval HS	Carmody Hills ES
Duval HS	Carole Highlands ES
Duval HS	Carrollton ES
Duval HS	Catherine T. Reed ES
Duval HS	Central HS
Duval HS	Cesar Chavez Dual Spanish Immersion
Duval HS	Chapel Forge ECC
Duval HS	Charles Carroll MS
Duval HS	Charles Herbert Flowers HS
Duval HS	Charter School Office
Duval HS	Cherokee Lane ES
Duval HS	Chillum ES
Duval HS	CMIT Academy North Public Charter
Duval HS	CMIT ACADEMY South Public Charter
Duval HS	College Park Academy Public Charter
Duval HS	Columbia Park ES
Duval HS	Concord ES
Duval HS	Cool Spring ES
Duval HS	Cooper Lane ES
Duval HS	Cora L. Rice ES
Duval HS	Deerfield Run ES
Duval HS	District Heights ES
Duval HS	Dodge Park ES

15

Duval HS	Dora Kennedy French Immersion
Duval HS	Doswell E. Brooks ES
Duval HS	Drew-Freeman MS
Duval HS	Duval HS
Duval HS	Dwight D. Eisenhower MS
Duval HS	Edward M. Felegy ES
Duval HS	Eleanor Roosevelt HS
Duval HS	Ernest Everett Just MS
Duval HS	Excel Academy Public Charter
Duval HS	Fairmont Heights Bus Lot
Duval HS	Fairmont Heights Garage
Duval HS	Fairmont Heights HS
Duval HS	Forestville Bus Lot
Duval HS	Forestville Garage
Duval HS	Forestville HS
Duval HS	Frances Fuchs ECC
Duval HS	Francis Scott Key ES
Duval HS	G. James Gholson MS
Duval HS	Gaywood ES
Duval HS	Gladys Noon Spellman ES
Duval HS	Glenarden Woods ES
Duval HS	Glenn Dale ES
Duval HS	Glenridge ES
Duval HS	Greenbelt Bus Lot
Duval HS	Greenbelt ES
Duval HS	Greenbelt Garage
Duval HS	Greenbelt MS
Duval HS	H. Winship Wheatley ECC
Duval HS	Heather Hills ES
Duval HS	High Bridge ES
Duval HS	High Point HS
Duval HS	Highland Park ES
Duval HS	Hollywood ES
Duval HS	Howard B. Owens Science Center
Duval HS	Hyattsville ES
Duval HS	Hyattsville MS
Duval HS	Imagine Foundations @ Leeland Park Academy Public Charter
Duval HS	Imagine Lincoln Public Charter
Duval HS	Instructional Support Services Center (ISSC)
Duval HS	International HS @ Langley Park
Duval HS	James E. Duckworth Regional
Duval HS	James H. Harrison ES
Duval HS	James McHenry ES
Duval HS	John Carroll ES
Duval HS	John Edgar Howard
Duval HS	John H. Bayne ES

16

Duval HS	Judge Sylvania W. Woods ES
Duval HS	Judith P. Hoyer Montessori
Duval HS	Judy Hoyer Family Learning Center
Duval HS	Kenilworth ES
Duval HS	Kenmoor ECC
Duval HS	Kenmoor MS
Duval HS	Kettering ES
Duval HS	Kettering MS
Duval HS	Kingsford ES
Duval HS	Lake Arbor ES
Duval HS	Lamont ES
Duval HS	Langley Park-McCormick ES
Duval HS	Largo HS
Duval HS	Laurel Bus Lot
Duval HS	Laurel ES
Duval HS	Laurel Garage
Duval HS	Laurel HS
Duval HS	Lewisdale ES
Duval HS	Longfields ES
Duval HS	Lyndon Hill
Duval HS	Magnolia ES
Duval HS	Margaret Brent Regional
Duval HS	Martin Luther King Jr. MS
Duval HS	Mary Harris "Mother" Jones ES
Duval HS	Montpelier ES
Duval HS	Mount Rainier ES
Duval HS	Mullikin Bus Lot
Duval HS	Mullikin Garage
Duval HS	Nicholas Orem MS
Duval HS	North Forestville ES
Duval HS	Northview ES
Duval HS	Northwestern HS
Duval HS	Oaklands ES
Duval HS	Paint Branch ES
Duval HS	Panorama ES
Duval HS	Parkdale HS
Duval HS	Pointer Ridge ES
Duval HS	Port Towns ES
Duval HS	Ridgecreat ES
Duval HS	Riverdale ES
Duval HS	Robert Frost ES
Duval HS	Robert Goddard Bus Lot
Duval HS	Robert Goddard Garage
Duval HS	Robert Goddard Montessori
Duval HS	Robert R. Gray ES
Duval HS	Rockledge ES

17

Duval HS	Rogers Heights ES
Duval HS	Rosa L. Parks ES
Duval HS	Samuel P. Massie Academy
Duval HS	Scotchtown Hills ES
Duval HS	Seabrook ES
Duval HS	Seat Pleasant ES
Duval HS	Security Office
Duval HS	Springhill Lake ES
Duval HS	Suitland ES
Duval HS	Suitland HS
Duval HS	Tall Oaks HS
Duval HS	Templeton ES
Duval HS	Thomas Claggett Teacher Leadership Center
Duval HS	Thomas G. Pullen K-8 Creative and Performing Arts
Duval HS	Thomas Johnson MS
Duval HS	Thomas S. Stone ES
Duval HS	Tulip Grove ES
Duval HS	Turning Point @ Middleton Valley
Duval HS	University Park ES
Duval HS	Vansville ES
Duval HS	Walker Mill MS
Duval HS	Whitehall ES
Duval HS	William Beanes ES
Duval HS	William Paca ES
Duval HS	William W. Hall Academy
Duval HS	William Wirt MS
Duval HS	Woodmore ES
Duval HS	Woodridge ES
Duval HS	Yorktown ES

Technology Distribution Center	Assigned Site
Gwynn Park HS	Accokeek Academy
Gwynn Park HS	Allenwood ES
Gwynn Park HS	Apple Grove ES
Gwynn Park HS	Arrowhead ES
Gwynn Park HS	Avalon ES
Gwynn Park HS	Baden ES
Gwynn Park HS	Barack Obama ES
Gwynn Park HS	Barnaby Manor ES
Gwynn Park HS	Brandywine Bus Lot
Gwynn Park HS	Brandywine ES
Gwynn Park HS	Clinton Grove ES
Gwynn Park HS	Croom
Gwynn Park HS	Crossland Bus Lot
Gwynn Park HS	Crossland Garage
Gwynn Park HS	Crossland HS
Gwynn Park HS	Frederick Douglass Bus Lot
Gwynn Park HS	Frederick Douglass Garage
Gwynn Park HS	Dr. Henry A. Wise, Jr. HS
Gwynn Park HS	Louis Wilson Sr. Facilities Administation Building
Gwynn Park HS	Facilities Service Base
Gwynn Park HS	Flintstone ES
Gwynn Park HS	Forest Heights ES
Gwynn Park HS	Fort Foote ES
Gwynn Park HS	Fort Washington Forest ES
Gwynn Park HS	Francis T. Evans ES
Gwynn Park HS	Frederick Douglass HS
Gwynn Park HS	Friendly Bus Lot
Gwynn Park HS	Friendly Garage
Gwynn Park HS	Friendly HS
Gwynn Park HS	Glassmanor ES
Gwynn Park HS	Green Valley Academy @ Edgar Allen Poe
Gwynn Park HS	Green Valley Administration Building
Gwynn Park HS	Gwynn Park HS
Gwynn Park HS	Gwynn Park MS
Gwynn Park HS	Hillcrest Heights ES
Gwynn Park HS	Imagine Foundations @ Morningside Public Charter
Gwynn Park HS	Imagine Andrews
Gwynn Park HS	Indian Queen ES
Gwynn Park HS	International HS @ Largo
Gwynn Park HS	Isaac J. Gourdine MS
Gwynn Park HS	J. Frank Dent ES
Gwynn Park HS	James Madison MS
Gwynn Park HS	James Ryder Randall ES
Gwynn Park HS	Jessie B. Mason
Gwynn Park HS	John Hanson Montessori
Gwynn Park HS	John Hanson Bus Lot

19

Gwynn Park HS	John Hanson Garage
Gwynn Park HS	Louis Wilson Sr., Facilities Administration Building
Gwynn Park HS	Marlboro Garage
Gwynn Park HS	Marlton ES
Gwynn Park HS	Mattaponi ES
Gwynn Park HS	Maya Angelou French Immersion
Gwynn Park HS	Melwood ES
Gwynn Park HS	Overlook Full Spanish Immersion
Gwynn Park HS	Owens Road
Gwynn Park HS	Oxon Hill Staff Development Center
Gwynn Park HS	Oxon Hill ES
Gwynn Park HS	Oxon Hill MS
Gwynn Park HS	Oxon Hill HS
Gwynn Park HS	Patuxent ES
Gwynn Park HS	Perrywood ES
Gwynn Park HS	Phyllis E. Williams Spanish Immersion
Gwynn Park HS	Potomac HS
Gwynn Park HS	Potomac Landing ES
Gwynn Park HS	Princeton ES
Gwynn Park HS	Rosaryville ES
Gwynn Park HS	Rose Valley ES
Gwynn Park HS	Samuel Chase ES
Gwynn Park HS	Samuel Ogle MS
Gwynn Park HS	Sasscer Administration Building
Gwynn Park HS	Skyline Administration Building
Gwynn Park HS	Stephen Decatur MS
Gwynn Park HS	Surrattsville Bus Lot
Gwynn Park HS	Surrattsville Garage
Gwynn Park HS	Surrattsville HS
Gwynn Park HS	Tanglewood Administration Building
Gwynn Park HS	Tayac ES
Gwynn Park HS	Thurgood Marshall MS
Gwynn Park HS	Turning Point Academy Public Charter @ Middleton Valley
Gwynn Park HS	Valley View ES
Gwynn Park HS	William S. Schmidt Outdoor Educational Center
Gwynn Park HS	Waldon Woods ES

20

Employee Device Usage Agreement

An employee may be issued a computing device (such as a laptop, tablet, or Chromebook), a charger and other accessories such as a dongle to connect to an interactive panel. All devices and accessories assigned to employees are the property of Prince George's County Public Schools and on loan to the employee. Upon separation for the school district, employee must return equipment to one of the district's technology distribution centers. Appropriate and responsible use, as outlined in the [Administrative Usage Guidelines (AUP) - AP 0700](#) and below, is expected at all times. Inappropriate use may be subject to disciplinary action at the discretion of the administration.

Responsible Use
+ Devices are provided for work-related activities only.
+ Employee should bring their device and power cords, and any accessories needed for work.
+ Copyright laws must be followed at all times.
+ Employee shall make no attempt to physically adjust, repair, or alter the computer, including the installation of file sharing and other unauthorized programs.
+ Login and password information should remain private.
+ Each device is assigned to an individual employee. Employees should not allow another employee, friend, child, sibling, or any other person use their computing device.
+ The device and charger should be safeguarded from damage and reasonable steps taken to prevent theft.
+ When traveling by car, properly secure and lock the trunk of the car to help minimize theft.

Safe and Appropriate Use
+ Employee will be held responsible for the careful use and protection of the equipment assigned to him/her.
+ Upon request of a school official, employee shall return these items in good condition to one of the district's Technology Distribution Centers. Upon return of equipment, employee should receive a receipt.
+ Computing devices should not be used to take pictures without the consent of all persons being photographed.
+ Employee will not use a computing device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Acceptable Use Policy and Employee Handbook.
+ Employee should be aware of personal safety when online and take appropriate measures to ensure their safety.

Covered Incidents	
Mechanical Breakdown: Electronic components which may be subject to defects through no fault of the employee. Deductible: 1st Incident: Covered 2nd Incident: Covered 3rd Incident: Covered Employee must report mechanical breakdowns to the technical support staff at their school immediately. The employee's device will be repaired and a loaner device will be provided, if available.	**Stolen Device:** With a copy of a Police/PGCPS Security Services Report indicating theft did not result from negligence. Deductible: 1st Incident: Covered Repeated Incidents will be investigated to determine negligence If stolen at school, the employee should alert administration and the PGCPS security office, as outlined in his/her school's procedure. If stolen away from school, the employee should file a police report and provide a copy to the school/office administration. A loaner device will be provided, if available.

Incidents NOT Covered

Negligence:	**Lost Devices or Chargers:**
Damage or other loss resulting from improper care as determined by observation, type of damage, or via investigation by school system IT staff. Deductible: 1st Incident: Depreciated Value or Fair Market Value; whichever is greater. 2nd Incident: Depreciated Value or Fair Market Value; whichever is greater. 3rd Incident: Depreciated Value or Fair Market Value; whichever is greater. A loaner device will be issued once the deductible is paid. The employee's device will be repaired or replaced.	Lost devices or chargers will be treated as negligence. Deductible: 1st Incident: $25 2nd Incident: Replacement Cost 3rd Incident: Replacement Cost

Replacement Costs
pricing is based on current market value. subject to change.

Dell Laptop - Depreciated Value or Fair Market Value whichever is greater	Device Chargers - $25
Apple Laptop - Depreciated Value or Fair Market Value whichever is greater	Chromebook - Depreciated Value or Fair Market Value whichever is greater

Prince George's County Public Schools reserve the right to randomly inspect any computing device on a regular basis for appropriate usage. This includes, but is not limited to, browser history, email, media or documents accessed, downloaded or created. Upon request, I will return the device in proper working condition on the designated date or my last date of employment.

By accepting the assignment of this equipment, _____ has read and agree to the terms laid out in this employee device usage agreement and all referenced administrative procedures.

Employee Name Printed _____ **EIN** _____

Home Address _____ **Phone Number** _____

School/Office/Department _____

Equipment Description _____

Make _____ **Model** _____

Purchase Order Number _____ **Barcode Number** _____

ATTACHMENT 3

Prince George's County Public Schools
Upper Marlboro, Maryland 20772

In-Use Inventory Equipment Receiving Report
(Replaces the Self-Insurance Report Form)

Date _____

School/Office: _____   Cost Center Number: _____   Department: _____

Authorized Signature Only _____

Physical Location of Property _____

Item Description	Serial Number	Model Number	Manufacturer	Date Received	Quantity Received	Purchase Order#	Management Code	Unit Price
							Select	
							Select	
							Select	
							Select	
							Select	
							Select	
							Select	
							Select	
							Select	
							Select	
							Select	

ATTACHMENT 4

PGCPS

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
MATERIAL TRANSFER / REPORT OF EXCESS PROPERTY

Cost Center No:	Check Usage Form	☐ Books	☐ Furniture Instructional	☐ Instructional Aids
	☐ Material Transfer	☐ AV Equipment		☐ Temporary / Loan
				not to exceed
				30 days
Cost Center No:	☐ Excess property	☐ Powered Equipment	☐ Furniture Non-Instructional	☐ Minor Equipment

From:

To:

Certification for the Disposal of Obsolete Books and Materials of Instruction (Ref: Admin. Procedure 3260) I CERTIFY that the material listed below has been reviewed and no requirement exist within the Prince George's County Public Schools System.

Supervisor's Signature: _____ Date: _____

Stock Number	Title Description	Author Manufacturer	Publisher Size/Length	Copyright Model No.	Edition Serial No.	Hardback Color	Paperback Material	Quantity	Receivers ✓	Condition Code

Shipping Information:

| Date: | Distribution Information: | Receiving Information: I certify that I have received the above items | Purchasing/Supply Use only - Disposal Action |
| | | | Trade in ☐   Sale ☐   Dump ☐ |

Shipment Authorized By:

_____ | Scheduled Delivery date: | Received By: |
Signature | | |

| | Truck Number: | Signature |
| | Driver Name: | Time: |

Date material will be available for pickup: | Date of Receipt: | Date: |
| | | Signature: |

Copy Distribution: Original - Duplicate - Supply Services Triplicate - Originator Retain

Prince George's County Public Schools ● 14201 School Lane ●Upper Marlboro , MD 20772 ● www.pgcps.org

24

Instructions for Preparation of the Material Transfer/Report of Excess Property

Legend	Entry
From/Cost Center ——————→	Insert originating school, center, office name and cost center number.
To/Cost Center ——————→	Insert originating school, center, office name and cost center number.
Check Form Usage ——————→	1. Check the applicable block which identifies the intended use of this form: i.e., Material Transfer/Report of Excess Property. 2. Identify the type of items appearing on this form. **NOTE: Do not mix text books, library books or instructional aids which are determined to be disposed of … Use a separate form for each of these items.**
Certification ——————→	Disposal of obsolete books and/or material of instructions must be approved by the appropriate supervisor prior to submission of this form to Supply Services.
Stock Number ——————→	Insert the stock number as it appears in the Supply Catalog or on the In-Use Asset Listing. If a stock number does not exist, leave blank.
Title/Description ——————→	Enter the book title or item description.
Author/Manufacturer, Publisher/Size/Length, Copyright/Model No., Edition, Serial No., Hardback, Color and Paperback/Material ——————→	Insert applicable data.
Quantity ——————→	Enter quantity transferred or declared excess.
Receivers (3) ——————→	Receiving cost center check for each item by description and quantity actually received.
Condition Code ——————→	Enter appropriate Condition Code as follows: **2** - used, **3** - damaged/repairable, **4** - scrap.
Shipping Information ——————→	Originating school, center or office completes this block.
Distribution Information ——————→	Completed by Supply Services Center.
Receiving Information ——————→	Completed by receiving school, center or office. **NOTE: Only full time, permanent employees are authorized to receive for material.**
Disposal Action ——————→	For use by Purchasing and Supply Services Department personnel only.

Form Distribution:
Please Download form from the Purchasing Department website, fill it out and email completed form as an attachment to one of the following:
jonathan@pgcps, lolita.brooks@pgcps.org, or dallas.pinkney@pgcps.org

Prince George's County Public Schools

Security Incident Report
And
Self-Insurance Form

Attachment 2 to A.P. 20201

Administrative Areas: Eli E12 03 04 05 06	CCN:		Security No.	
I. Complainants Name	2.Tille		3. Type of Incident	
4. Complainant's Address	5. Home Phone		6. Date Occurred	7. Time Occurred
8. City/State			9. Date Reported	10. Time Reported
11. Name of School	12.SchoolPhone		13. Location of Incident	
14. Victim's Name	15. Race/Sex/DOB		16. Point of Entry	
17. Victim's Address	18. Home Phone		19. Means Used to Enter	
20. Victim's Condition	21. Parents Notified D Yes D No		22. Describe Weapon Used	

23. Description of Vehicle from which theft occurred. Year/make/Model/Tag#

24. Suspect/Accused: Name/Address/Race/Sex/DOB Hgt/Wgl./Halr Type of haircut/scars/beard/clothing

	25. Was Suspect Charged? El Yes D No	26. Student D Yes 0 No E lUnk

27. School Property 0Yes 0 No	28.Total Value of Property$	29. Personal Property D Yes El No	30.Valueof Property$

31. Witness Name Address #1		32. Home Phone	33. Business Phone
#2			

34. Police Notified Cl Yes D No	35. Officers Name *Identification Number	36. Date Police Notified	37. Maint. Notified B Yes 0 No
38. SecurityNotified Cl Yes DNo	39. Person Notified	40. Date Notified	41. Plant Oper. Not. 0Yes D No
42. Bomb Threats/Arson: Bldg. Evac:B Yes B No	43. Fire Board Noli1ication Name:	44. Time/Date	45. Did Fire Dept. Respond 0 Yes 11 No

46. NARRATIVE: Describe details ofincident, include description ofpropertylost, stolen ordamaged, give value ofeach Item, make, modelandserial numbers, and describe damage to building. (NOTE: If repairs lo building are necessary submit a copy of this report lo the Maintenance Dept.) Tell what action has been taken. Include In narrative a statement indicating what specific measures were taken to protect property lost or stolen.
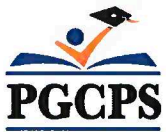
26

Student Device Usage Agreement

This year, your student will be issued a computing device (such as a laptop, tablet, or Chromebook) and a charger to support their learning. Students will be issued these learning tools once this agreement is reviewed with parents/guardians, signed, and returned to school along with online payment of the annual technology user fee. **This fee will only be charged to students who attend 1:1 schools that allow students to take their devices home.** Additional fees may be assessed for any student who loses or damages a PGCPS issued device at home or school.

All devices and accessories assigned to students are the property of Prince George's County Public Schools and on loan to the student. The use of the computing device is a privilege, not a right. Appropriate and responsible use, as outlined in the Administrative Procedure 0700 (IT Services Acceptable Usage Guidelines) and below, is expected at all times. Inappropriate use will result in loss of privileges and will be subject to disciplinary action at the discretion of the building principal.

Responsible Use
- Devices are provided for instructional use and school-related activities only.
- Students should bring their fully charged device and power cords to all classes, unless specifically instructed not to do so by their teacher.
- Copyright laws must be followed at all times.
- Students shall make no attempt to physically adjust, repair, or alter the device, including the installation of file sharing and other unauthorized programs.
- Login and password information should remain private.
- Each device is assigned to an individual student. Students should never allow another student, friend, sibling, or any other person to use their computing device.
- The device and charger should be safeguarded from damage and reasonable steps taken to prevent theft.
- For more details, see the Student Rights and Responsibilities - Section 10

Safe and Appropriate Use
- The student will be held responsible for the careful use and protection of the equipment assigned to him/her.
- Upon request of a school official, the student shall return these items in good condition.
- Computing devices should not be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
- Students will not use a computing device to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Acceptable Use Guidelines and Student Rights and Responsibilities Handbook.
- Students should be aware of personal safety when online and take appropriate measures to ensure their safety.
- For more details, see Student Use of Social Media in Schools - AP 5180 and Bullying, Harassment or Intimidation - AP 5143

Technology Usage Fees
- **Students who are not allowed to take devices home will not be assessed an annual technology fee.**
- An annual technology use fee of $25 will be charged to students who attend 1:1 schools that allow students to take their devices home. Students who qualify for free and reduced priced meals will be assessed a $15 fee. Students with other financial hardships should contact the school counselor or school administration to discuss the fee.
- Fees for the 1:1 take-home device program will be collected online through MySchoolBucks using a debit/credit card. No cash or checks will be accepted at the school.
- All previous years' assessments and/or charges for damage to the device or charger must be paid prior to the student receiving a replacement device.
- All students are responsible for fees to repair their device related to negligence and/or improper use.

27

- The student's parent/guardian must have signed and returned this Student Device Usage Agreement and paid the annual technology fee, if applicable, prior to the student receiving a device.
  - For more details, see the additional information about the fee structure below:

Annual Student Device Usage Fee - $25
Students who benefit from Free and Reduced Meals - $15
If there are other financial hardships in the household,
Please contact the school counselor or school administration to discuss the fee.

Covered Incidents

Mechanical Breakdown:	**Stolen Device:**
Electronic components which may be subject to defects through no fault of the student.	With a copy of a Police/PGCPS Security Services Report indicating theft did not result from negligence.
Deductible: 1st Incident: Covered 2nd Incident: Covered 3rd Incident: Covered 4th Incident: Covered Student must report mechanical breakdowns to the technical support staff at their school immediately. The student's device will be repaired and a loaner device will be provided, if available.	Deductible: 1st Incident: Covered Repeated Incidents will be investigated to determine negligence If stolen at school, the student should alert administration and the PGCPS security office, as outlined in his/her school's procedure. If stolen away from school, the family should file a police report and provide a copy to the school's administration. A loaner device will be provided, if available.

Incidents NOT Covered

Negligence:	**Lost Devices or Chargers:**
Damage or other loss resulting from improper care as determined by observation, type of damage, or via investigation by school staff. Deductible: 1st Incident: $30 2nd Incident: Replacement Cost A loaner device will be issued once the deductible is paid. The student's device will be repaired or replaced.	Lost devices or chargers will be treated as negligence. Deductible: 1st Incident: $30 2nd Incident: Replacement Cost

Replacement Costs
pricing is based on current market value, subject to change.

Chromebooks - $250	
Device Chargers, Screens, Batteries, and other peripheral devices will be charged at full replacement cost, based on the device model and current market value. Estimated costs can be found at www1.pgcps.org/informationtechnology/1-1/.	

28

Prince George's County Public Schools employees reserve the right to randomly inspect any computing device on a regular basis for appropriate usage as outlined in this agreement. This includes, but is not limited to, browser history, email, media or documents accessed, downloaded or created. Additionally, parents or legal guardians may be given the student's login name and password so that student use can be monitored. Upon request, I will return the device in proper working condition on the designated date before the end of the year or my last date of enrollment.

By paying the annual student device fee through MySchoolBucks and accepting the assignment of this equipment, both student and parent acknowledge they have read and agree to the terms laid out in this student device usage agreement and all referenced administrative procedures. A signed copy of this form must be received by the school *before* a student can be issued a device.

School	
Student Name	
Address	
Phone Number	
Student ID	
Grade Level	
Equipment Description	
Make	
Model	
Barcode Number	
Serial Number	
Purchase Order Number	
Date Purchased	
Purchase Price	
Agreement Signed	
Agreement Signed Date	

Prince George's County Public Schools
Asset Inventory Loss Form
(for theft, damage, unable to locate etc.)

School/Office Name: _____   Date of Loss : _____

	Item Description	Manufacturer	Model	Serial Number	Quantity Lost	Cost	Total Cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
PREPARATORY PHYSICAL INVENTORY PROCEDURES

Every three years, each school, office, or location will receive a copy of their inventory via email. It reflects the most current listing of all assets at that specific location. This inventory is designed to capture items with a unit value of $1,500 or more. The following instructions are designed to assist, direct, and guide PGCPS employees in properly preparing for the triennial physical inventory at their designated location.

Once the listing is received, follow the steps below to complete the inventory audit.
- Upon receiving the inventory output, all items need to be verified.
- Items are verified by confirming the physical location, serial number, PGCPS asset tag, PGCPS barcode number, and description associated with each asset number on the inventory printout.
- For all items that are verified, simply place an "ok" in the verified column.
- For items not verified or cannot be located, place a CNL in the non-verified column.
  All CNL items will be further researched to determine the correct location.
- For all items not listed on the inventory printout form, add them at the bottom of the spreadsheet. Please include the following if available; serial number, asset description, location and barcode number.

Processing Supply, Technology, Inventoried & Capital Items
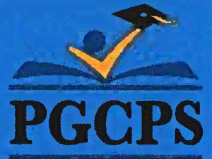
PGCPS

```
                              TYPE OF ASSET
        ┌──────────────────────┬──────────────┴──────────────┬──────────────────────┐
     All Tech            >$500<$1,500              >$1,499<$5,000              =>$5,000
        │                     │                          │                          │
  ┌───────────┐         ┌───────────┐              ┌───────────┐              ┌───────────┐
  │ Technology│         │   Item    │              │Inventoried│              │  Capital  │
  │   Item    │         │ (non-tech)│              │   Item    │              │   Item    │
  └───────────┘         └───────────┘              └───────────┘              └───────────┘
        │                     │                          │                          │
  ┌───────────┐         ┌───────────┐              ┌───────────┐              ┌───────────┐
  │ Enter in  │         │ Oracle    │              │  Vendor   │              │  Vendor   │
  │ Asset Mgt │         │ Receiving │              │  Invoice  │              │  Invoice  │
  │  System   │         │  Report   │              └───────────┘              └───────────┘
  └───────────┘         └───────────┘                    │                          │
        │                     │                          │                          │
  ┌───────────┐         ┌───────────┐              ┌───────────┐              ┌───────────┐
  │  Asset    │         │ Enter in  │              │ Enter in  │              │ Enter in  │
  │ tagged by │         │ School or │              │Inventoried│              │  Oracle   │
  │   TDC     │         │ Office    │              │  Asset    │              │  Capital  │
  │           │         │ Asset     │              │ Database  │              │  Assets   │
  └───────────┘         │ Listing   │              └───────────┘              └───────────┘
        │               └───────────┘                    │                          │
  ┌───────────┐                                    ┌───────────┐              ┌───────────┐
  │ Employee  │                                    │  Asset    │              │  Asset    │
  │ Equipment │                                    │ tagged by │              │ tagged by │
  │ Agreement │                                    │ AFR or    │              │ AFR or    │
  └───────────┘                                    │   IAD     │              │   IAD     │
        │                                          └───────────┘              └───────────┘
  ┌───────────┐                                    ┌───────────┐              ┌───────────┐
  │ Periodic  │                                    │ Triennial │              │ Triennial │
  │ Physical  │                                    │ Physical  │              │ Physical  │
  │Inventory by│                                   │Inventory by│             │Inventory by│
  │Internal   │                                    │ Fixed     │              │ Fixed     │
  │Audit      │                                    │ Assets    │              │ Assets    │
  └───────────┘                                    └───────────┘              └───────────┘
```
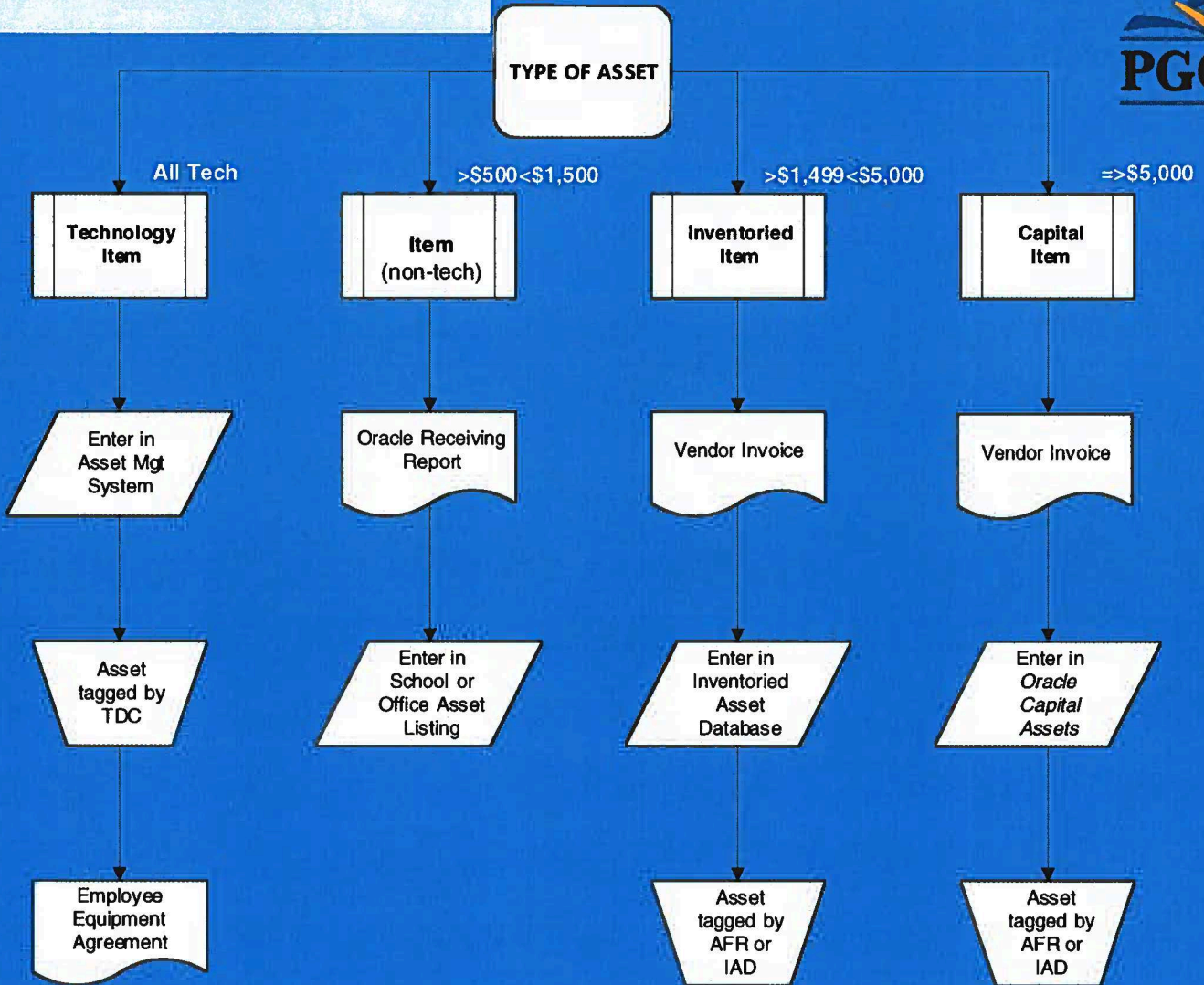
ABBREVIATIONS:
TDC = Technology Distribution Center
AFR = Accounting & Financial Reporting
IAD = Internal Audit Department