



*Our Children Our Success*

## **Inventory Control: Procedures for Requesting SCS Asset Tags**

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The Office of Asset Management (OAM) issues the asset tags/labels to all school site and administrative designees. Each asset tag/label has a unique, numeric and/or alpha-numeric identifier. The asset tag number becomes the identifier for each piece of equipment/property from acquisition to retirement.

The asset tags are distinguished as follows:

\_ Pre-printed numeric barcoded asset tags or labels, bearing the words: "Property of Shelby County Schools" shall be affixed to equipment/property. The Equipment Class Codes, a complete list of equipment currently being tracked in the Inventory Management System, may be downloaded via Facilities & Maintenance webpage at [www.scsk12.org](http://www.scsk12.org). The numeric tags are issued to school and district administrative personnel.

Upon receipt of new equipment/property, the departmental head's designee is responsible for immediately affixing the appropriate asset tag/label to the equipment and completing the **Asset Disposition Form (ADF)** to include: quantity of items purchased, description including model number, brand/manufacturer, serial number, purchase order number or school check number, accounting code, program/project (if applicable), date purchased, cost of the equipment and **the SCS Asset Tag number assigned to the equipment**. The **ADF** must be completed in its entirety and mailed and/or faxed to the OAM within a reasonable time. The **ADF** must be signed by the school's administrator or department head. For additional instructions regarding transfers, disposals and reporting stolen equipment, i.e., please reference the Inventory Procedures Manual.

### ***Procedure for requesting tags:***

- To request tags, the school site/administrative designee should send an email to Tammy Bradford. Email: [bradfordlc@scsk12.org](mailto:bradfordlc@scsk12.org)
- The request should include the following information:
  - Name of the requestor
  - School, Division or Department name
  - Purchase Order Number
  - Description of equipment
  - Quantity of tags needed (multiple of 10)
  - Maximum limit is fifty (50)
  - Request for quantities that exceed the maximum must include a brief justification
  - The asset tags will be mailed via inter-office to the requestor or may be picked up
- The designee should always have inventory tags on hand for new equipment.

The asset tags are maintained and issued by the OAM. If there are questions regarding inventory tagging procedures or how to affix the inventory tag to a specific item, the school site/administrative designee should contact the OAM for instructions at 416.2830.