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## Issuance of Tags Procedure (PIC-P002)

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Property Control department issues inventory control tags at the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

### 3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

*(Approval signature on file)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 FA Database – Fixed Asset Database within accounting software used to track inventory
- 4.2 Inventory Tag Receipt Form (PIC-F001) – Four different colored 8.5” x 11” standard paper used to record asset and asset tag information
- 4.3 IT – Information Technology
- 4.4 PCT – Property Control Technician

### 5.0 PROCEDURE:

- 5.1 New inventory items are identified when the site or department notifies the PCT of the purchase, or when the PCT prepares the month end Fixed Asset Reconciliation (PIC-P007).
- 5.2 Tags are issued.
  - 5.2.1 PCT completes Inventory Tag Receipt Form (PIC-F001).
  - 5.2.2 PCT distributes Inventory Tag Receipt Form.
    - 5.2.2.1 Copy 1 (white) is retained in property control.
    - 5.2.2.2 Copies 2 (yellow) and 3 (pink) are sent to the site with the tag(s).
    - 5.2.2.3 Copy 4 (gold) is printed and sent to IT if the asset is a computer item.
  - 5.2.3 PCT completes Inventory Tag Receipt Form (Summary) (PIC-F002).
  - 5.2.4 PCT enters asset into FA Database.
  - 5.2.5 PCT receives the signed inventory tag form from site or department and matches with file copy (Copy 1).
  - 5.2.6 PCT files Inventory Tag Receipt Form (PIC-F001) by site.



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### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Inventory Tag Receipt (PIC-F001)
- 6.2 Inventory Tag Receipt (Summary) (PIC-F002)
- 6.3 Fixed Asset Reconciliation Procedure (PIC-P007)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inventory Tag Receipt PIC-F001	Property Control files	5 Years	Discard as desired	Standard File Cabinet in Secured Office
Inventory Tag Receipt (Summary) PIC-F002	Property Control files	5 Years	Discard as desired	Standard File Cabinet in Secured Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/15/06	A	Initial Release
04/09/07	B	Revised Procedure to include color of Inventory Tag Receipt Form copies; added Associated Document 6.3; revised Record Retention Table.
04/01/08	C	Revised 4.2 from four part carbon less paper to standard colored paper, and 5.2.2.3 to apply only for computer items.

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