



Ordering of Tags Procedure (PIC-P003)

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 way in which the Property Control department orders the 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 PCT – Property Control Technician
- 4.2 Quote – Informal, over the phone price for goods or services

5.0 PROCEDURE:

- 5.1 PCT identifies the need for an order to replenish the supply of asset tags.
- 5.2 PCT contacts supplier for quote.
- 5.3 PCT sends quote to Administrative Assistant for approval and entering of requisition.
- 5.4 PCT receives tags or is notified that requisition was not approved.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 N/A

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A	N/A	N/A	N/A	N/A

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/15/06	A	Initial Release

*** End of procedure ***