

Non-Consumable \$1,000 or Greater ASSET **Purchase Order & Inventory Procedures** **MASTER**

Acquisition Cost -The net invoice unit price of the asset or equipment, including the cost of modifications, attachments, accessories or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. **Ancillary charges, such as duty, protective in transit insurance, freight, and installation, must be INCLUDED from the acquisition cost** in accordance with the Regional Office of Education #33's regular accounting practices.

- ❖ Fill out the “**Asset** Purchase Order” form in documents on the ROE website staff page. Include:
 - Vendor name
 - Ship to address
 - Physical location of where the item will be with a room #
 - Item name, description, how many, and cost (include shipping, handling or delivery/setup costs)
 - **ONLY 1** Asset item per Asset Purchase Order
 - Indicate if purchase will be paid by charge card or check
 - Sign & date
 - Submit to Supervisor

- ❖ The Supervisor will complete the following :
 - Review the order
 - Write the Program Name, Account Code, Object, Function & Fiscal Year in box at top right of form
 - Sign & date
 - Submit to the Regional Superintendent

- ❖ The Regional Superintendent will complete the following:
 - Review the order
 - Indicate if the request is approved
 - Sign & date
 - Return PO back to Employee or Supervisor to order

- ❖ Employee or Supervisor will complete the following:
 - Order approved item & add that date ordered to the PO
 - Upon delivery, the Employee or Supervisor will:
 - Check packing slip against purchase order
 - Write date item was ordered & item was received on PO
 - Write ROE Family Educator or Contact Person
 - Write contact persons email address or phone number

- Write Serial # of item
- Person who will possess asset
- Physical location of asset with room # (if not already on PO)
- Retain the packing slip to be submitted to bookkeeping
- Return the original PO along with the packing slip to Annie in Bookkeeping

❖ Bookkeeping will complete the following:

- Assign an asset tag number
- Tag & photograph each item for the Google file
- Record on the over \$1,000 Asset Inventory MASTER spreadsheet
- Maintain PO and file for Asset Inventory items