



Responsible Office: Office of Business and Financial Services

PURPOSE

This procedure describes the way in which the Property Control department orders the inventory control tags at the Washoe County School District.

PROCEDURE

1. The Property Control Technician begins the tag ordering process when tag levels fall below 4,000 asset tags for items of value assets, 1,000 for capital asset tags and 1,000 for donated asset tags by notifying the Assistant Controller.
 - a. "A" tags are for assets of value between \$500 to \$4,999.
 - b. "T" tags are for assets of value \$499 and below.
 - c. Capital tags are for assets of value \$5,000 and above.
 - d. Donation tags are for assets of value donated to the Washoe County School District.
 - e. The Property Control Technician will request a quote for 8,000 tags (8m) from the vendor for assets of value. They will request a quote for 1,000 tags for capital asset and donated asset tags.
2. The Property Control Technician reviews the quote and forwards via email to the Assistant Controller for approval.
3. The Property Control Technician will place the order with the vendor via email.
4. The vendor should email the purchase request with the barcode tag description to Property Control Technician for approval.
 - a. The Property Control Technician reviews the purchase request for accuracy with beginning tag number, tag appearance, font size, and tag roll off position.
 - b. When the purchase request has been verified that all required information is correct, the approval is emailed to the vendor.

5. The Property Control Technician will request the Business Office Purchasing Card (PCard) from the Business Office Executive Assistant for payment. The receipt for the purchase is given to the Executive Assistant for proof of the purchase.
6. The Property Control Technician will notify the Business Office Executive Assistant and Assistant Controller when the barcode tags are physically received.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This administrative procedure shall be reviewed as part District's standardized review and revision process, or as needed by the Office of Business and Financial Services.

REVISION HISTORY

Date	Revision	Modification
03/15/06	A	Initial Release
09/15/20	B	Revised format