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**Introduction**

**Objective**

The Asset Inventory Procedures will provide step by step instructions for SCDE offices to successfully identify items that are assets, create shopping carts for assets, maintain accountability, transfer, and dispose assets according to the State and Agency guidelines below.

The State of South Carolina requires all state agencies to track all equipment with a unit price of $1,000 or more in the South Carolina Enterprise Information System (SCEIS). In addition to the State’s requirements, the SC Department of Education (SCDE) additionally requires the tracking of all electronic equipment, regardless of cost into SCEIS. This will enable the agency to have better accountability and control over the agency’s electronic equipment. The P-Card can no longer be used to purchase electronics. Peripheral equipment items such as CDs, flash drives, and cables are excluded and will not be included in the agency’s inventory.

Funds received from the sale of capitalized equipment purchased from federal funds will be remitted back to the appropriate federal agency.
Flow Chart – Asset Inventory

Items whose unit prices plus applicable taxes and shipping are greater than $1,000, all electronics regardless of cost, and all cell phones should be coded as assets.

Does the item to be purchased meet the above criteria?

Ordering Office

- NO

- YES
  
  Create Shopping Cart with "Asset Unknown"

Approval Supervisor

- Shopping Cart Approval

Asset Accountant

- Create Asset Shell (AS01)
  Supplier Relationship Management (SRM)

Buyer/Purchasing

- Shopping Cart Approved / PO Released

Information needed:

- Serial Number
- Location

Input Goods Receipt (MIGO) & E-mail Asset Accountant

Equipment is received by Ordering Office

Asset Accountant will tag the item with inventory label.

Revised: 9/30/15
Procedures

Shopping Cart for Assets

Follow the normal shopping cart procedures until the Account Assignment tab.

Click on **Account Assignment** tab.

Select Asset Unknown from the drop down menu. Click the **Check** button.
Click the **Notes and Attachments** tab to add Funding Codes, Vendor Text, Internal Notes and/or Attachments.

Click **Delivery Address/Performance Location** tab to verify ship to address.

After you verify the ship to address, click **Sources of Supply/Service Agents** tab to verify the contract information. Note: Scroll to the right to verify the contract information, including contract number.

Next Click **Approval Process Overview** tab
The Approval Process Overview tab displays the Approvers & the Asset Custodian Approver. Click the **Check** button; Click the **Next** button.

As required, click in Name of shopping cart box.

Click **Order** button.
The Shopping Cart 2000487425 was successfully ordered.

Click the X at the top-right corner of the screen to exit.

The shopping cart will flow to the Asset Accountant to enter the Asset number.

A shopping cart has been successfully created for an Asset.
Procedures

Goods Receipt (GR) - MIGO

A goods receipt will alert Finance (FI) that the item has been delivered. Once a goods receipt has been completed and an invoice has been received, FI can make payment. NOTE: It is important to post all goods receipts as soon as the items are delivered. All goods receipts must be posted prior to year-end. After the ordering office enters a GR, an e-mail is sent to the Asset Accountant with the purchase order number, location and serial number for the item. The e-mail alerts the Asset Accountant to bar code the inventory item and update the Asset Shell.

1. Log into SRM. Click folder Goods Receipt (MIGO)
2. Good Receipt Input Screen:

Click Goods Issue Combo box and choose list item Goods Receipt.

Click Material Document Combo box and choose list item Purchase Order (PO).

The PO number can be entered manually or chosen from the dropdown box. (Go to SCEIS UPerform for detailed instructions for using the drop down box)

For this example, the PO number was entered manually.

3. Enter the GR movement type. Note: SRM’s default setting is “101” (Go to SCEIS UPerform for detailed instructions for selecting other Movement types)

4. Click Execute tab control to view the desired document.
5. All line items on the order are displayed.

6. Click the **Where** tab.

7. Enter the desired line for the GR and strike Enter key. (For this example, line 1 is selected)

8. Click the **Material** tab to verify the material you are receiving.

9. Click the **Quantity** tab and enter the desired quantity for the line.

10. Click the **Where** tab again.

11. Click the **Purchase Order Data** tab to verify PO information.

12. Click the **Partner** tab to verify the Vendor information.

13. Click the **Account Assignment** tab to verify account assignment information.

Click on the “Item OK” check box. Next, click the Check link tab.

15. A Display log is opened.

Click the control check mark.
16. Note: Clicking on control check automatically enters a check mark at the line item you are receiving.

17. Click on the **Post** link tab.

The Material document number is displayed at the bottom of the screen.

A Goods Receipt has been successfully completed for a purchase order with an Asset Number attached. E-Mail the Asset Accountant the purchase order number, location and serial number.
Procedures

Tracking an Asset

- The office Point of Contact (POC) is responsible for tracking assets assigned to the office.

- Office employees will notify the office POC if an asset is moved from one office to another.

- The POC will notify the Asset Accountant by email with the new room location of the asset.

- The Asset Accountant will update the new room location in SCEIS and send an email verification to the POC for the office inventory records.
Procedures

Transferring an Asset

- The Office Point of Contact (POC) is responsible for transferring assets assigned to the office.

- The Office POC will complete the appropriate transfer form.
  1. Transfer to a School District Form
  2. Transfer within the Agency – FA1

- After completion of the appropriate form, the POC will request an eTicket for pickup of the item.
  
  https://eservices.ed.sc.gov/MRcgi/MRentrancePage.pl

  User ID - full work email address: ********@ed.sc.gov

  Password – SCDE computer login password

- The Asset Accountant and/or CIO Equipment Manager will receive notification that an eTicket has been created.
- The Asset Accountant will schedule a pick-up date and time for Furniture.
- The CIO Equipment Manager will schedule a pick-up date and time for IT Equipment.
Procedures

Disposal of an Asset

- The Office Point of Contact (POC) is responsible for the disposal of an asset assigned to the office.

- The Office POC will complete the Disposal Form FA2.
  1. Disposal Form – FA2

- After completion of Form FA2, the POC will request an eTicket for pickup of the item.

  [Link](https://eservices.ed.sc.gov/MRcgi/MRentrancePage.pl)

  User ID - full work email address: ********@ed.sc.gov

  Password – SCDE computer login password

- The Asset Accountant and/or CIO Equipment Manager will receive notification that an eTicket has been created.
- The Asset Accountant will schedule a pick-up date and time for Furniture.
- The CIO Equipment Manager will schedule a pick-up date and time for IT Equipment.
General Information
The South Carolina Department of Education (SCDE) cell phones are tracked as a Low Value Asset (LVA) on the agency inventory. The following procedures are provided to aid the agency with the overall cell phone process. These procedures along with any forms referenced can be accessed on the P:\drive-Finance-Instructions Policies and Procedures Folder.

Cell Phone Procedures:

- The Office requesting a cell phone will create an eTicket request approval.
- After approval by the Chief Information Officer, the CIO cell phone custodian will order the phone.
- The requesting office will create a shopping cart marked “Asset Unknown”.
- The Asset Accountant will create an asset shell and enter the asset number in the shopping cart.
- After receipt of phone, the requesting office Point of Contact (POC) is responsible for notifying the Asset Accountant with the employee’s name, phone #, serial #, MEID # and location.
- The Asset Accountant is responsible for updating cell phone information into SCEIS and providing updated information to the CIO cell phone custodian.
- Cell phone serial & MEID #s are physically verified at the end of the fiscal year by the Asset Accountant.
- When an employee leaves the agency, the employee or office POC will submit an eTicket request to turn in the phone to the CIO cell phone custodian.
- If the cell phone will remain in the office for a replacement employee, it is the responsibility of the office POC to notify the CIO cell phone custodian and the Asset Accountant.
- If a cell phone is reported lost, stolen or missing, the required asset form should be completed by the Office POC with the Deputy Superintendent’s signature and submitted to the Asset Accountant.
- After receiving the required form, the asset accountant will remove the item from the office inventory and inform the CIO cell phone custodian.
How to Locate Serial and MEID #s from the cell phone:

1. Go To SETTINGS
2. Tap on ABOUT
3. Scroll Down
4. Serial & MEID #s listed
Procedures

Year-End Inventory Process - Offices:

In accordance with the South Carolina Department of Education’s Procedures, an annual inventory verification of fixed assets must be conducted as close to June 30th of each fiscal year, as possible. Therefore, all inventory items must be scanned, uploaded into SCEIS, and verified.

A memorandum will be sent to all Directors’ at the end of March requesting the Director’s to appoint a designee as the Inventory Point of Contact (POC).

The Asset Accountant will coordinate a date and time with the office Inventory POC to scan all items listed on their office inventory.

Prior to the appointment, the Asset Accountant will email the Inventory Packet to the POC.

Inventory Packet Includes:

- Inventory Printout
- Schedule A (In Possession but Not on Printout)
- Schedule B (On Printout but Not in Possession)
- Schedule C (Acknowledgement of Inventory Verification)
- Schedule D (Cell Phone List)

After completion of the inventory verification, the office inventory will be uploaded in SCEIS.

The Asset Accountant will email a Final Inventory Printout to the POC that requires the Office Director’s signature.

The signed Final Inventory Printout and Schedule A, B, C & D included in the Inventory Packet should be returned to the Finance Office, Attn: Fixed Assets within five days. The office should keep a copy of the documents for future reference.
Procedures

Year-End Inventory Process – Bus Shops:

In accordance with the South Carolina Department of Education’s Procedures, an annual inventory verification of fixed assets must be conducted as close to June 30th of each fiscal year, as possible.

A memorandum will be sent to all County Supervisors’ at the end of March requesting the Bus Shops to conduct an inventory any time before June 30th and return the completed inventory printout and schedules to the Office of Finance, Attn: Fixed Assets, no later than July 1st.

The inventory printout, schedules and instructions on how to conduct the inventory will be sent with the memorandum.

The instructions will refer to one person as the Checker (person responsible for looking at all equipment and calling out information) and one person as the Recorder (person responsible for recording information).

Inventory Packet Includes:

- Inventory Printout
- Schedule A (In Possession but Not on Printout)
- Schedule B (On Printout but Not in Possession)
- Schedule C (Acknowledgement of Inventory Verification)

After completion of the inventory verification, the inventory packet should be returned to the Finance Office, Attn: Fixed Assets within five days. The office should keep a copy of the documents for future reference.
**Procedures**

**Year-End Inventory Process – GSSM & GSAH:**

In accordance with the South Carolina Department of Education’s Procedures, an annual inventory verification of fixed assets must be conducted as close to June 30\textsuperscript{th} of each fiscal year, as possible.

A memorandum will be sent to Governors’ School for Science & Mathematics (GSSM) and Governors’ School for Arts & Humanities (GSAH) at the end of March requesting to conduct an inventory any time before June 30\textsuperscript{th} and return the completed inventory printout and schedules to the Office of Finance, Attn: Fixed Assets, no later than July 1\textsuperscript{st}.

The inventory printout, schedules and instructions on how to conduct the inventory will be sent with the memorandum.

The instructions will refer to one person as the Checker (person responsible for looking at all equipment and calling out information) and one person as the Recorder (person responsible for recording information).

**Inventory Packet Includes:**

- Inventory Printout
- Schedule A (In Possession but Not on Printout)
- Schedule B (On Printout but Not in Possession)
- Schedule C (Acknowledgement of Inventory Verification)

After completion of the inventory verification, the inventory packet should be returned to the Finance Office, Attn: Fixed Assets within five days. *The office should keep a copy of the documents for future reference.*
South Carolina Department of Education

School District Transfers

Transfer To:

Name: ____________________________

Address: ____________________________

Phone: ____________________________

Email: ____________________________

Equipment Information:

Description: ____________________________

Make: ____________________________

Serial Number: ____________________________

State Decal on Equipment: yes □ no □

Inventory/Asset ID Number: ____________________________

Receiver Signature: ____________________________ Date: __________

CIO Equipment Mgr. Signature: ____________________________ Date: __________

Director Signature: ____________________________ Date: __________

Fixed Assets Manager Signature: ____________________________ Date: __________

(Inventory Removal)

Revised Form: 09/22/15
EQUIPMENT TRANSFER
Department of Education Only

Inventory/Asset ID Number: ________________

Location: ___________________________________________________________________________

Description of Equipment: ____________________________________________________________________________

Surrendering Office ___________________________  *Office Director Signature ___________________________  Date __________

Receiving Office ___________________________  Office Director Signature ___________________________  Date __________

☐ PERMANENT  ☐ TEMPORARY

Cost Center (Receiving Office) ___________________________  Functional Area ___________________________  Room Number (Receiving Office) ___________________________

**Approved by: ___________________________  Deputy Superintendent Signature ___________________________  Date __________

__________________________  Fixed Assets Manager Signature ___________________________  Posting Date __________

*For equipment transfers between sections of the same office, the Director of the office should sign on this line only as surrendering and receiving office.

**All equipment transfers between Divisions must be approved by the Deputy Superintendent of the Division surrendering the equipment.

NOTE: If the equipment was purchased with federal assistance or contract funds, the Office Director certifies that all federal regulations pertaining to the disposition of federal property have been complied with.

FORM FA1 – Revised 09/22/15
DECLARATION OF INTENT TO DISPOSE OF EQUIPMENT/FURNITURE
Department of Education Only

Inventory/Asset ID Number: __________________________

Serial Number: __________________________

Location: ____________________________________________

Description of Equipment/Furniture: ________________________

Approximate Age: ________________  Acquisition Cost: ________________
   (If Known)                      (If Known)

Estimate of Fair Market Value or Trade-In-Value: __________________________

Condition of Equipment: __________________________

☐ DISPOSED  ☐ SURPLUS  ☐ TRADE-IN

__________________________  __________________________
Division  Office

Approved by:  __________________________
Office Director Signature  __________________________
Date

__________________________  __________________________
CIO Equipment Manager (IT Equipment Only)  Date
Signature

__________________________
Fixed Assets Manager Signature  Inventory Removal Date
Lost, Stolen or Missing Inventory
Acknowledgement of Inventory Verification

Office: ______________________  Date ______________

1. Item Description: ___________________________________________________

2. Asset / Inventory #: _________________________________________________  YES  NO

3. Was Item Lost? ______ ______
   Provide the date and a detailed explanation of the occurrence to include time, name of
   employee and last time the equipment was utilized.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Was Item Stolen? ______ ______
   Provide the date and a detailed explanation of the incident to include time, name of
   employee and last time the equipment was utilized. (Attach copy of police report)
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

5. Is Item Missing? ______ ______
   Provide the date and a detailed explanation of the occurrence to include time, name of
   employee and last time the equipment was utilized.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

I certify that the date, explanation of the occurrence / incident is accurate to the best of my knowledge and
all required documentation has been attached.

_______________________________  __________________
Office Designee's Signature       Date

_______________________________  __________________
Office Director                  Date

Approved By:

Deputy Superintendent's Signature: ________________________________

Revised Form: 09/22/15