

## ASSET TRACKING FORM PROCEDURES

### **NO NISD PROPERTY WILL BE MOVED WITHOUT AN ASSET TRACKING FORM**

The Asset Tracking Form is a three part form used to track and account for NISD property. Be sure to fill in all the fields correctly. ALL the information in each field is necessary in order to properly and accurately account for any District equipment. This form is your supporting document for an audit trail. You should file the Asset Tracking Form in Form Number order. The White copy will be sent to the District Property Officer at the Purchasing Warehouse within two days of transfer. The Yellow copy is for the Originator. The Pink copy is for the Receiving/Destination department or campus. The Gold copy is for the Losing/Release department or campus.

**Part 1:** Has four fields; this section identifies NISD property and its physical location.

- **NISD #:** This is a bar code tag placed on the item(s) by the warehouse or approved vendor.
- **Description:** General Description of the item(s), ie. Manufacturer/Make/Model.
- **Serial Number:** The individual number on the item(s) assigned by the manufacturer.
- **Room Number:** The room number is the new location. Use the actual room number as posted by the District on the outside of the doorway.

**Part 2:** Has three fields; this section is required for the accountability of property.

- **Originated by:** This is the person from the campus or department that wants to dispose of or transfer the item(s).
- **Losing Campus or Dept:** Use the District Campus or Dept. number.
- **Gaining Campus or Dept:** Use the District Campus or Dept. number.

**Part 3:** Has three fields; this section is used if the item(s) are to be disposed of, either by auction or disposal.

- **Computer/Service Technician:** The person that is doing the technical inspection of the item(s). He or she decides if the items are serviceable or unserviceable.
- **Department Director:** The Director of a NISD department is the only authority to determine if the item is to be removed from their area.
- **District Property Officer:** The person assigned by the District to remove NISD property from the database and the District.

