



Together, we **MUST BELIEVE!** Together, we **WILL ACHIEVE!** Together, we **ARE REIMAGINING 901!**

Procedures for Requesting MSCS Asset Tags

The Office of Asset Management (OAM) issues the asset tags/labels to all school site(s) and administrative designees. Each asset tag/label has a unique, numeric barcode identifier. The asset tag number becomes the identifier for each piece of equipment/property from acquisition to retirement.

The asset tags are distinguished as follows:

_ Pre-printed numeric barcoded asset tags or labels, bearing the words: "Property of Shelby County Schools\Memphis-Shelby County School" shall be affixed to equipment/property. The Equipment Class Codes, a complete list of equipment currently being tracked in the Inventory Management System, may be downloaded via Asset Management's webpage at www.scsk12.org. The numeric tags are issued to school(s) and district administrative personnel.

Upon receipt of new equipment/property, the school/departmental head's designee is responsible for immediately requesting MSCS asset tags for the new equipment. The school/departmental designee completes the **Asset Disposition Form (ADF)** to include: quantity of items purchased, description, serial number, brand/manufacturer, model number, purchase order number or school check number, accounting code, program/project (if applicable), date purchased, cost of the equipment. The **ADF** must be completed in its entirety and emailed, mailed and/or faxed to the OAM within a reasonable time. The **ADF** must be signed by the school's administrator or department head. After OAM receives the completed **ADF**, the MSCS asset tags will be assigned to the equipment and the school/departmental designee is responsible for affixing the appropriate asset tag/label to the equipment.

Three (3) options for requesting tags:

- The school site/administrative designee should email completed **ADF** to Asset Management at assetmanagement@scsk12.org
- Send completed **ADF** via inter-office mail to Loc. 8223
- Faxed completed **ADF** to 901.416.9964

The asset tags are maintained and issued by the OAM. If there are questions regarding inventory tagging procedures or how to affix the inventory tag to a specific item, the school site/administrative designee should contact the OAM for instructions at 416.2830.