



STUDENT INSTRUMENT AND EMPLOYEE COMPUTER EQUIPMENT CHECKOUT PROCEDURE (INV-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process students take to checkout band instruments and employees take to checkout computer equipment.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Inventory Control Representative
- 2.2 Property Control Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer (CFO)

4.0 DEFINITIONS:

- 4.1 Equipment: Band instruments and computers
- 4.2 ICR: Inventory Control Representative
- 4.3 PCO: Property Control Officer

5.0 PROCEDURE:

- 5.1 Equipment is issued to student or employee by ICR.
 - 5.1.1 Student completes loan agreement (ref. INV-F010).
 - 5.1.2 Employee completes computer equipment checkout (ref. INV-F009).
- 5.2 Completed forms are forwarded to the PCO by ICR.
- 5.3 PCO keys information into inventory data base and returns form to ICR.
- 5.4 Equipment is returned to ICR.
- 5.5 Forms are completed with return date and signature by ICR, copy provided to student/employee and forwarded to the PCO.
- 5.6 PCO keys returned information into inventory data base and files form.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Computer Equipment Checkout Agreement ([INV-F009](#))
- 6.2 Student Instrument Loan Agreement ([INV-F010](#))

7.0 RECORD RETENTION TABLE:



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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student Instrument Loan and Computer Equipment Checkout Agreements	PCO Office	Current year plus one	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/12/05		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

*** * * E n d o f P r o c e d u r e * * ***

Student Instrument/Employee Computer Equipment Checkout

