Work Instruction (INV-W001) for Completing
Mass Equipment Receipt Form (INV-F012)

When you see quotes, literally enter the data within the quotes but not the quotes themselves.

When you see <> braces with a data description between, enter the appropriate data being described. Don't enter literally the braces or the data description within the braces.

For further instruction, see the Property Control Officer or the Network Manager.

Description
- <Appropriate Subclass Name>-<Manufacturer>-<Model>
- Then name "Computers" will be used for desktop units

Class
- "50"

Subclass (from Munis dropdown list)
- <number that corresponds to the most appropriate subclass name>
- Use the number that represents "Computers" for desktop units

Serial Number
- <serial number>
- For Dell machines, use the Service Tag number

Tag Number
- <CMCSS Barcode>

Location (from Munis dropdown list)
- Enter the number that corresponds to the appropriate building name

PO Number (often located on the shipping box)
- <PO Number>

Location Memo

- If the machine goes to an individual enter:
  - <Individual's Name>
- If the machine goes to the First Aid Station:
  - <Primary First Aid Station Technician's name>
- If the machine goes to the Warehouse:
  - <Network Manager's Name>
- If the machine goes to a school but is part of a mobile lab
  - <Mobile Lab Name>

Storage Location

- If it is a classroom:
  - <Classroom Number>
- If the machine is located in the front office area:
  - "Office"
- If the machine goes to a Principal, Assistant Principal, or Bookkeeper:
  - <Title of the individual receiving the machine>
- If it is part of a mobile lab:
  - <Name of the Mobile Lab>

Date Acquired (in the "Received" field on PO)

- <date>

Department (from Munis dropdown list)

- If it is a school:
  - <Use the number that corresponds to the location>
- If it is an administrative building and the individual's title is in the Munis dropdown list:
  - <Use the number that corresponds to the title>
- If it is an administrative building and the individual's title IS NOT in the dropdown list:
  - <Use the number that corresponds to the appropriate work area for which that person belongs>

Custodian (from Munis dropdown list)

- <Same as Department>

Acquis Cost (From line item of Purchase Order)
- <Cost of individual unit>

Manufact
- <Manufacturer>

Model
- <Model Number>

Condition
- "New"

Acquis Method
- "Purchased"

Installation Date
- <Date CMCSS Barcode was installed>

Last Inv Date
- <Same as Installation Date>

Depreciation Flag
- "N"

Accounting Memos (from line item of PO)
- <org code>"/"<obj code>

Purchase Memo (often located on the shipping box)
- <PO Number>

Maint. Vendor (from PO)
- <Vendor Number>

**** Only use the last two fields if it is a federally funded purchase. Federally funded purchases use an account code that begins with an "f". The account code is the "org code" listed on the line item of a purchase order****

Funding Source

- <Get from the Property Control Officer>

Percent

- <Get from the Property Control Officer>