



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

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| FAM 3.1: | Pre-Receipt of Goods |
| Purpose: | This procedure establishes guidelines for acquiring location information for Federally Purchased assets. |
| Abbreviations: | PO – Purchase Order VIDE –Virgin Islands Department of Education |
| Policy: | <ol style="list-style-type: none"> 1. During requisition entry a <u>Classroom Assignment Form</u> is required, indicating the room/office location of the asset(s). If unable to do so, the reason must be noted in the comment section of the Classroom Assignment Form. This will be approved only in instances of distribution to multiple schools/activity centers. Requisitions for asset purchases without the Classroom Assignment Form will be rejected. 2. In instances of distribution to multiple Schools/Activity centers asset room/office location information is requested by Warehouse Managers and must be provided within five (5) days of request. If the requested room/office location information is not received within five (5) days, the Warehouse Manager must report the exception to the Director of Procurement for immediate follow up. 3. If an asset is determined to be too large or cumbersome (e.g. copy machine, car engine, propane tank, freezer), it is the responsibility of the Warehouse Manager to coordinate the delivery, receipt, tagging and scanning within three (3) days of receipt. 4. Assets cannot be delivered to schools/activities centers until room/office location information has been provided to the Warehouse Managers. |
| Procedure: | <ol style="list-style-type: none"> 1. Every Friday <u>AR Form 7.1 PO to the Warehouse</u> Report is sent to the Warehouse Managers informing them of all new purchase orders for goods that are expected to be delivered to the warehouse. 2. In instances of distribution to multiple Schools/Activity centers, , the Warehouse Manager sends the <u>Classroom Assignment Form</u> to the respective school/activity center (e.g., school officials, administration) via email (from the Warehouse centralized mailbox) |



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to inform them that a PO has been issued for goods ordered.

3. Within five (5) days, the School/Activity Center must return the completed Classroom Assignment Form to the Warehouse centralized mailbox indicating the locations for the goods (e.g., floor/room numbers) on the form to the Warehouse Managers via the Warehouse centralized mailbox.
4. Upon delivery of the goods to the VIDE Warehouse, warehouse personnel use the room location information received to complete the Shipping Order in accordance with warehouse shipping/receiving procedures. (**See FAM Section 3.2**)



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Version Control:

| Modification Date | Modification Reason | Modified By |
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