New Equipment

1. Inventory Control receives notification from Warehouse (via email and/or Footprints) that equipment from a specific P.O. has been received and is awaiting asset tagging.
    a. The notification usually indicates whether ALL the items from the P.O. have been received or if it is a partial shipment.
        i. This notification may come directly from the purchaser of the asset if the equipment has been delivered directly to the purchaser.
    b. Preferred notification email address: Inventory.Control@rccd.edu
2. Equipment is tagged and make, model, serial number, asset tag number and description are recorded.
3. Information is entered into the Inventory Database.
4. Notification that equipment has been asset tagged is sent to contact person on P.O. and additionally to Warehouse personnel and TSS manager if equipment requires TSS support for setup, configuration and/or installation.
    a. Notification (via email and/or Footprints) includes make, model, serial number, asset tag number and description.
5. At this point, Inventory Control awaits feedback from the purchaser and/or TSS to provide the location information (campus, building, floor, room) and owner/user of the asset.
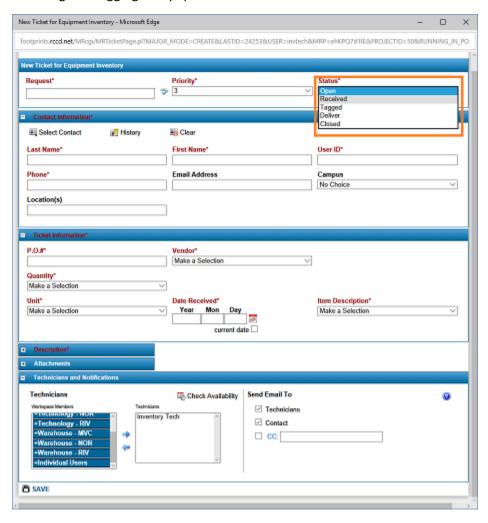6. When location and/or information is received, the inventory database is updated.

Salvage/Surplus Equipment

1. Inventory Control is notified by any one, or more, persons or departments that equipment needs to be salvaged.
    a. Notification should include the make, model, serial number, asset number and a description of the asset(s) being salvaged. However, in practice, some or none of the information may be provided.
    b. When relevant information is not provided or is incomplete, Inventory Control will attempt to collect the required data and record it for inclusion in the Surplus Equipment Consent Report.
2. Information for salvage equipment is added the Surplus Equipment Consent Report and submitted to the Board of Trustees.
3. Subsequent to the BOT meeting, the disposition of assets is recorded in the Inventory database.
4. Inventory Control arranges to have assets disposed of in accordance with Board policy.

Note: Assets should not be disposed of or destroyed until after their disposition has been approved by the Board of Trustees.

Equipment Inventory Workspace in Footprints

This workspace provides a good workflow for the Warehouse and Inventory Control for handling the receiving and tagging of equipment.

1. When equipment arrives at the warehouse, a ticket is generated which includes the P.O. number, date received, contact (from the P.O.) and if ALL items on the P.O. have arrived or if it is a partial shipment (generally journaled in the "Description" section.).
   a. The status is marked as "Received."
   b. When ALL items on the P.O. have been received, the ticket is assigned to the Technician "Inventory Tech".
   c. Inventory Control (Inventory Tech) and the Contact are notified.
   d. Exception: Equipment received in a partial shipment may get asset tagged before the entire order is received.
2. Inventory Control tags the equipment.
   a. Make, model, description, serial number and asset tag number are recorded.
   b. Asset tag is affixed to the equipment.

  c. Ticket is journaled with the make, model, description, serial number and asset tag number and the following description.

> **Equipment tagged (P.O.)**
>
> The following equipment associated with the above P.O. has been asset tagged.
>
> **Please contact the appropriate department to have the equipment configured, installed and/or delivered.**

  d. When ALL items on the P.O. have been tagged, the ticket is assigned to the warehouse technician.

  e. Contact and warehouse are notified.

    i. At this point, if the equipment requires TSS support for configuration and/or installation, the end user/contact is expected to generate a Footprints ticket (Helpdesk workspace) to have TSS perform the necessary actions.

  f. Exception: In some instances (very large items, equipment requiring assembly, etc.) the equipment may be delivered and installed before the asset tag is affixed.

3. Deliver request.

  a. TSS updates the ticket indicating where to deliver the equipment and changes the status to "deliver".

  b. End user/contact (for equipment NOT requiring TSS services) updates the ticket indicating where to deliver the equipment and changes the status to "deliver".

  c. Warehouse is notified.

4. Ticket closed.

  a. Warehouse delivers the equipment.

  b. Ticket is journaled with the delivery information.

  c. Ticket status is changed to "Closed".

  d. Contact is notified.