



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

FAM 3.6:	Asset Delivery
Purpose:	This procedure establishes guidelines for shipping assets from the VIDE warehouses to the Schools/Activity Centers.
Abbreviations:	PO – Purchase Order POD – Proof of Delivery VIDE – Virgin Islands Department of Education
Policy:	<ol style="list-style-type: none"> 1. All assets are required to be delivered to Schools/Activity Centers within three (3) business days of receipt. 2. The School/Activity Center must provide the physical location (e.g., floor/room numbers) of the intended use of asset(s) to the warehouse within five (5) days of request of room location. 3. The Warehouse will not deliver assets without the School/Activity Center assigned room number or location. 4. Transfer of ownership occurs when the School/Activity Center verifies the delivery, then signs and dates the Shipping Order. 5. All correspondence is to be cc'd to the fixedassetmgt@doe.vi.

Procedure:
<p><i>Note: The prerequisite for this procedure is that the TransTrack PPC program is installed. See <u>Shipping Order Training Aids</u>, pages 1-3.</i></p> <ol style="list-style-type: none"> 1. Warehouse Receiving updates the “Room No.” information on the specific PO Shipping Order Excel File from the <u>Classroom Assignment Form</u>. See <u>Shipping Order Training Aids</u>, page 6. <ol style="list-style-type: none"> a) Go to the Shipping Order folder (C:\TTRAK\Shipping Docs) b) Locate the specific PO Shipping Order for the specific school c) Update the “Room No./Floor No.” for each line item on the Shipping Order d) “Save” the Shipping Order Excel file in the C:\TTRAK\Shipping Docs folder 2. When it is time to assemble and ship the assets for the specific PO going to the specific school/location, Warehouse Receiving must print three (3) copies of the Shipping Order for the PO going to the School/Location. <ol style="list-style-type: none"> a) Go to the Shipping Order folder (C:\TTRAK\Shipping Docs)



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- b) Locate the specific PO Shipping Order for the specific school (with the school "Room No." value included)
 - c) Print three (3) copies of the Shipping Order
 - i. One copy of the Shipping Order is used by Warehouse Receiving to assemble all of the assets and non-assets in the warehouse for shipment to the school. Warehouse Receiving assembles, signs, and dates the PO Shipping Order. This copy is subsequently stored in the warehouse files.
 - ii. Two (2) copies of the Shipping Order are given to the Delivery Driver along with the shipment to the School/Activity Center
 - d) Warehouse Receiving should move the printed Shipping Order file to the "Printed Shipping Order Docs" folder (C:\TTRAK\ShippingDocs\Printed Shipping Orders).
 3. Warehouse Receiving assembles Fixed Asset Creation Package. The package must contain the following documents:
 - i. Fixed Asset Flow Chart Coversheet
 - ii. Copy of Purchase Order (PO)
 - iii. Barcode Report of tagged and scanned assets
 - iv. Copy of Shipping Order
 4. Warehouse Receiving scans and emails the Fixed Asset Creation Package to the Fixed Asset Management Division centralized email box fixedassetmgt@doe.vi.
 5. Delivery is fulfilled at the final location (e.g., school).
 - a. School/Activity Center Receiving Person and Driver verify delivery of all goods per the Shipping Order.
 - b. School/Activity Center Receiving Person and Driver sign and date the two (2) copies of the Shipping Order.
 - i. One signed copy is retained by the School/Activity Center and filed in the Equipment Inventory Binder.
 - ii. The other signed copy is returned to the warehouse by the Driver. Both copies serve as Warehouse Proof of Delivery (POD) which transfers ownership of the asset to the School/Activity Center.



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- c. When Driver arrives back at the Warehouse, the **SIGNED** copy of the Shipping Order is submitted to Warehouse Receiving to scan and email to the Fixed Asset Management Division centralized email box fixedassetmgt@doe.vi.
- d. Warehouse receiving electronically transfers the Shipping Order file for the specific PO and specific School/Location to the "Shipped Orders" folder (C:\TTRAK\ShippingDocs\Shipped Shipping Orders).
- e. Warehouse Receiving files the signed hardcopy of the Shipping Order in the School/Activity Center file folder.



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Version Control:

Modification Date	Modification Reason	Modified By
04/08/2013	Update procedure 5c to include FAMD centralized email address	Ivan Bunns
5/8/2013	Updated procedure to clearly state that all documentation is to be cc'd to the FAMD centralized email box.	R. Burroughs