As you begin to wrap-up your campus and department equipment inventories, please read the procedures below to affect a "write-off" of items not found during the inventory at your campus. If you are uncomfortable with writing them off yourself for whatever reason, (new to location, forgot to wrap up missing items in the past, didn't know there was a process to write-off missing items), please call me and we will discuss the process to move the item(s) to a collective location (AUC) until the items can be either located at another location, your location, or if it has been determined by the Finance Office that the item should be removed from the inventory entirely (unable to recover or locate).

If you or your staff find an item later, please notify Rebecca Widener or myself and we will move the item back to your site at the location given by you.

**Damaged or Stolen property:** If you are fairly certain a missing item was stolen, or if there is damage to an asset, report the loss on an ECISD Police Report form (attached) to the District Police Department and cc: the Finance Office. The principal or supervisor needs to sign the form.

**Missing Items:** If a missing item cannot be located, notify the District Police Department in writing of the loss, signed by the principal or supervisor. Send a copy of the letter to the Area Assistant Superintendent, the District Internal Auditor, and to the Special Projects Accountant (Rebecca Widener).

Be sure to list:
1. Current date
2. Date first noticed missing
3. Description of item.
4. ECISD tag number
5. Dollar value

**TAG PRINTS/REPRINTS:**

Rebecca Widener, Eric Lewallen, and Shannan Williamson printed WASP barcode tags based on your ITCCS inventory for all equipment and listed furniture for your campus in May and June of this year, and brought them to you, with lists of same by room to retag all assets with WASP barcodes during the inventory process. No small task.

That being said, there may still be tags to send to you that missed the initial print from items that were not on the correct site inventory to begin with in ITCCS so they were not printed specifically for you, or maybe you lost a tag. If you find an item at your location for which you have no new barcode tag to affix to it, write down the description, serial number if applicable, and blue tag number if still on it and contact my office at 456-9709 or by email with the information and I will get a tag printed for you for the item and send it to you to affix and scan and synch in the WASP system. Some of you are at this step and have notified us of the need for tags, we are working on getting those tags to you.

**WASP SCANNERS**
There have been many complaints regarding the WASP hand-held scanners. We are working with the vendor to reduce the technical problems being experienced by the user. What you are providing to the District when you use the scanners and scan to perform your inventory is that you actually scanned the tag on the asset. Tags should be placed on music instruments or curved surfaces of equipment vertically to the curve to allow them to scan.

As a reminder of this year’s equipment inventory process, please apply the bar code tags to the proper inventory item, use the scanners to scan the tag and then synch the inventory activity from the scanner to the computer at your campus with WASP software on it to provide transaction history of the inventory. On mobile assets, please try to place the barcode tag on a mobile asset in a place where it will receive the least wear and handling. It will last longer.

If you or your staff experience issues with the scanners or need a refresher on use of scanners contact the IT help desk for help at 456-8649. Also, please retain the boxes that the scanners were issued to you in along with the key codes for the scanner (located in the plastic CD box that came with the scanner), so that if repairs are needed or issues arise with a scanner it can be tracked back to original purchase and used for shipping to avoid additional District cost.

IT will be issuing a Word document shortly that will address many of the technical issues that could commonly occur with the WASP scanner.

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**CLEAR LABELS**
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Lastly and ongoing, we have noticed that the WASP label barcodes can be damaged where they will not scan, or that they smear if you spill coffee on them or rub your hands on them repeatedly. The WASP labels are not laminated pre-printed tags they are paper sticky tags with a barcode and tag number printed on them that are re-printable, see TAG PRINTS/REPRINTS above if you need a tag reprinted, we have more than plenty. That being said, for assets that are mobile, (ipads, laptops, etc.), please affix clear labels over the bar code tags when applied or when you notice they are getting scratched or when you first receive a mobile asset. The clear labels that the scanner can scan through can be purchased cheaply by the box via requisition through the Purchasing Office from Officewise (vendor 11125) - item # AVE5660. Also, as stated above, on mobile assets, please try to place the barcode tag on a mobile asset in a place where it will receive the least wear and handling. It will last longer.

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Please share the above detailed information with your campus or department inventory clerks.
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Also, please remember that all equipment procedures and forms are located on the Finance website under "Equipment Procedures" for your convenience and readily available reference. If you have any questions call me.

Thanks,
David Harwell
432-456-9709