

READ ONLY

Tucson Unified School District
Asset Management
2050 E. Winsett
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Asset Management and PeopleSoft®

Receiving and Tagging Assets

With **PeopleSoft®**, Asset ID Numbers will not be assigned when the purchase order is issued. Instead, they will be assigned when the site receives the equipment. To make this work, the following process will be followed for tagging capital furniture and equipment.

- A purchase order for taggable, capital equipment will have a note to sites upon receipt to send all partial copies or completed original purchase order to the Asset Management Office (formerly Property Control).
- The receiving site **MUST** send the signed P.O. Receiver including Bill of Lading, Packing slip, Invoices, Partial Reports and Warranty Documents to the Asset Management Office upon receipt of capital equipment.
- The Asset Management Office will input receiving of the equipment into **PeopleSoft®** and forward partial receiver copies or the completed receiving original copy of the purchase order to Accounts Payable (Finance/Student Finance).
- The Asset Management Office will send the Asset ID Number to the receiving site via E-mail or hard copy, and add the new equipment to the site inventory listing.
- The receiving site is responsible for tagging the equipment with the appropriate **BUSINESS UNIT** and **ASSET ID NUMBER** as provided by the Asset Management Office.
- The receiving site will confirm, by signature, with the Asset Management Office that the equipment has been tagged and provide project codes and corresponding serial numbers when applicable.
- Upon confirmation from Asset Management, Accounts Payable (Finance/Student Finance) will process a voucher for payment of the equipment to the vendor.