Purpose:

To document the steps taken to bar code new assets for tracking.

Definitions:

Equipment: Any item purchased from a vendor.

Asset: Any equipment that is over $750 for computer and projectors and over $1000 for all other equipment.

Purchase Order (PO): Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Bar Code: An adhesive label that gets affixed on equipment.

DHS: Inventory system tracking fixed assets purchased.

Inventory Verification Sheet: A template used to record new asset information.

General Ledger Classification (GL Code): Code used to indicate the type of transaction or account. GL Codes are determined by the Accounting Manual for Florida’s Public Community Colleges.

Central Receiving: The Palm Beach State College department responsible for receiving all goods into PantherNet and distributing goods to the end users.

Responsibility:
Central Receiving Personnel: Responsible for removing equipment from packaging, providing a copy of the PO and informing when equipment is received and delivered on Campus.

Inventory Reporting Representative: Responsible for gathering equipment information, bar coding, and entering equipment information into DHS.

College Foundation: Responsible for informing Inventory Reporting Rep when gifts meeting the GL Code criteria to bar code are given to the College.

Procedure Details:

1. Equipment is delivered to Central Receiving.

2. Central Receiving Personnel receives the equipment in PantherNet which gives prompt stating the equipment needs to be bar coded.

3. Central Receiving Personnel removes equipment from packaging and prints a copy of the PO for the Inventory Reporting Rep.

4. Inventory Reporting Rep. verifies that the items received match the description on the PO and establishes if the items received meet the GL Code criteria.

   i. GL Codes that require a bar code

      1. 70505, 70506

      2. 70601, 70602, 70603, 70604, 70605, 70606

      3. 71011, 71021, 71022, 71023, 71024, 71025, 71031, 71032, 71041

5. A bar code label is affixed to the equipment and the asset number is manually written on the equipment.

6. Equipment information is gathered and written on the inventory verification sheet.

   i. Serial #

   ii. Model

   iii. Manufacturer

   iv. TGI ID # - For copiers only.
v. License # - For vehicles that require a license plate only

7. A copy is made and given to Central Receiving Personnel. This allows Central Receiving to deliver the equipment.

8. After the equipment is paid, the asset information is entered in DHS.

9. For equipment that is not delivered to Central Receiving, Central Receiving Personnel will notify Inventory Reporting Rep. that equipment was delivered on campus and provide a copy of the PO.

10. Inventory Reporting Rep. either gets the location of the equipment from the PO or contacts the department.

11. For equipment that is delivered to Central Receiving unassembled, Central Receiving will inform Inventory Reporting Rep. that the equipment cannot be bar coded until it is assembled. In these cases, the equipment is delivered and bar coded when it has been assembled.

12. For equipment that is given as gifts to the College, The College Foundation is responsible for receiving the gift and notifying the Inventory Reporting Rep.

▶ References:

Accounting Manual for Florida’s Public Community Colleges:


Rules of the Auditor General: Chapter 10.400

http://www.spcollege.edu/sacs/compliance/StateAuditorGeneral10_400.pdf

SBE Rules: 69I-73.006