

Equipment labeling

Each piece of equipment should be marked for identification purposes upon receipt. Following an examination to ensure that the equipment is in working order, individual equipment numbers should be assigned and engraved. The number includes:

The county number - 741

The school number - (a four digit number)

A funding notation

The fiscal year of purchase - FY _____

Example: 741-3052-State-FY99

A barcode label should also be affixed.

Note: Records of all equipment should be maintained, preferably in the online catalog.

For additional information on tagging or marking school system-owned equipment, see [TCBOE Policy DIC](#).

Equipment repair and removal

Equipment maintenance and repair requests should be entered in the SchoolDude system. They will then be assigned to appropriate system personnel. Every staff member has the ability enter requests in SchoolDude.

Designated school system personnel should pick up equipment that is to be discarded for disposal or the surplus sale.