



Web Help Desk

Request

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Help Request

Request Type

This Request Type requires approval.

Subject

Instructions

New Asset Tag Assignment - For items and equipment (technology, music instruments, shop, grounds, etc.) that will need to be manually entered into the Munis system for a school district asset tag. This would include: **bought with a P-card, donated, and/or needs an asset tag for a NWS or FMD work order.** This ticket will require: Serial #, Model #, Manufacturer, and Method of purchase (P-card, Purchase Order, Donation, etc.) to be processed. **FOR P-CARD ASSET ASSIGNMENT, A RECEIPT OR INVOICE COPY SHOWING THE TRANSACTION WILL NEED TO BE ATTACHED TO TICKET. NO EXCEPTIONS. **Standard value needs to be over \$500 except for music instruments, laserjet printers, portable hand radios, and/or items specified by the Accounting or Shipping and Receiving Dept. when contacted.****

Request Detail

Please create a new Asset tag and record for an instrument that was donated to our school.
Brand:
Model:
Serial Number:
Detailed Description
Condition:
Acquisition cost:
Estimated date:

Attachments

Location

Room