



Onslow County Schools Purchasing Dept

Online Purchasing Training

Fixed Asset Tagging Information

FIXED ASSET TAGGING INFORMATION

Equipment that requires Tagging is to be shipped to Fixed Assets (Ship To Code “000”).

- ◆ **All Equipment over \$500.00** (i.e. Scanners, Computers, Projectors, Wrestling Mats, Athletic Equipment, Playground Equipment, etc.)

Exceptions:

1. Dell computers and printers are to be shipped direct to the school locations as they are tagged by Dell in accordance with a special tagging agreement with the IT Dept and Fixed Assets.
2. Promeathian Boards – Carolyn Jones at ext 20600 has approved these boards and stands to be shipped directly to the schools due to the size & weight of the boards. Upon receipt of this equipment, the school secretary/treasurer is required to contact Carolyn Jones at ext 20600 to tag the equipment at the school.
3. Playground Equipment – Due to size, weight, and installation of equipment it should be shipped directly to the school location. Upon receipt of this equipment, the school secretary/treasurer is required to contact Carolyn Jones at ext 20600 to tag the equipment at the school.

Note: If you should have any questions regarding fixed assets, please contact Carolyn Jones at ext 20600.

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1. **Ship To Code:** Type "000" in the Ship To Code and press "enter". The address information will change from your default address to the Fixed Asset address.

Note: When the equipment is received in the Distribution Center, Carolyn Jones at ext 20600 will be contacted to tag the equipment prior to it being sent by courier to the school location.

SunPac Financials PO Entry/Adjust (V2) Rev 6.03 FY:7 ADM:670
Addition
Admin: 670 PO#: Auto PO# Vendor No: 101496 Batch ID: DAH022107
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Vendor: BENDER-BURKOT SCHOOL SUPPLIES - POLLOCKSVILLE, NC 28573
Acct: 2.5400.862.412.820.820.00 SUPPLIES & MATERIALS Bal: 70720.53-
Desc: FIXED ASSET INFORMATION Ref# 1: X
Ref# 2: D.HORNAGE

Mdse: _____ .00 Deliver To: DANNY SHEPARD
Tax: _____ .00
Frts: _____ .00
Disc: _____ .00
=====

Total: .00 Taxable? Y Ship To: 000 / PO ONSLOW COUNTY SCHOOLS
DIST CENTER / FIXED ASSETS
200 BROADHURST ROAD
JACKSONVILLE, NC 28540

Tax Percents Bill To: 000
State 4.25 PO Date: 22307 PO Status: ON HOLD
County: 2.50 Deliv Date: 22307 Entered By: DEBBIE
Local: _____ Expire Date: 63007 Amt Invd: .00
EP Vendor? Y EP PO? N

F3=Exit F4=D/F/T F5=Details F6=HdrCmts F7=LineCmts F8=StatusFlags
F10=FA Flags F15=ChgVendor F17=AcctLookup F20=Update

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