

VI Department of Education Property Division/Fixed Asset Management Pre-Receipt of Goods Policy

JUNE 5, 2019

**Property Division/Fixed Asset Management
Policy and Procedures**



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

FAM 3.1 | Pre-Receipt of Goods Policy

Purpose

This procedure establishes guidelines for acquiring location information for Federally Purchased assets.

Abbreviations

GVI – Government of the Virgin Islands
 VIDE –Virgin Islands Department of Education
 TPFA – Third Party Fiscal Agent
 USDE – US Department of Education
 PO – Purchase Order

Policy

1. A (**Form FAM 3.1A** 'Fixed Asset Assignment Form') is required for requisitions which include capital or fixed asset purchase request. The completed Fixed Asset Assignment Form includes the location name, room number and custodian information of where each asset will reside.
2. Requisitions for asset purchases without a completed Fixed Asset Assignment Form which include a location assignment will be rejected.
3. In instances of bulk ordering of the same fixed asset manufacturer/model and distribution to multiple Schools/Activity Centers, the respective location name, room number and custodian information along with the quantity of fixed assets to be delivered to each respective location should be identified correctly on the Fixed Asset Assignment Form. Any discrepancies in the distribution information, correction will be requested by Warehouse Manager(s) or Receiving Officer(s) and must be provided within three (3) days of request. If the requested distribution information is not received within three (3) days, the Warehouse Managers must report the exception to the Director of Procurement for immediate follow up.
4. If an asset is determined to be too large or cumbersome (e.g. copier machine, car engine, freezer, propane tank, vehicle), it is the responsibility of the Warehouse Managers to coordinate the delivery, receipt, tagging and scanning within three (3) days of receipt.

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Assets cannot be delivered to Schools/Activity Centers until room/office location information has been provided to the Warehouse Managers.

Procedures

1. The assigned Procurement Analyst sends a new PO listing to the Warehouse Managers twice a week after the TPFA Grants department or any other person(s) assigned by USDE converts requisitions to purchase orders. The purpose of the new PO listing is to inform the Warehouse Manager of new purchase orders for goods which will be delivered to their respective warehouses.
2. The Warehouse Managers retrieves the Fixed Asset Assignment Form from each new PO to verify the location information. In instances of bulk ordering and distribution to multiple Schools/Activity Centers, the Warehouse Manager sends the Fixed Asset Assignment Form to the respective School/Activity Center (e.g., school officials, administration) via email (from the Warehouse centralized mailbox) to inform them that a PO has been issued for goods ordered and discrepancies have been found in the location information indicated for distribution.
3. The End user or School/Activity Center must return the completed Fixed Asset Assignment Form within five (5) days to the Warehouse centralized mailbox. The form must indicate the corrected locations for the goods (e.g., floor/room numbers).
4. Warehouse personnel receives the expected delivery of fixed assets at the VIDE Warehouse. The location information received is used to complete the Shipping Order in accordance with warehouse shipping/receiving procedures. (See Policy FAM 3.2) All fixed asset warranties and service agreement information should be forwarded to the fixed asset warranty centralized inbox, vide.warranty@vide.vi.

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TPFA Oversight:

1. TPFA Grants Analyst or any other person(s) assigned by USDE verifies the Fixed Asset Assignment Form is attached in the requisition package and is completed properly.
2. TPFA Accounting Analyst or any other person(s) assigned by USDE email^s the new PO listing twice a week to the Warehouse Managers.
3. TPFA Fixed Asset Manager or any other person(s) assigned by USDE confirms the Fixed Asset Assignment Form information is reflected on the Shipping Order and the fixed assets were delivered to the correct location.