

VI Department of Education Property Division/Fixed Asset Management Creating Shipping Order Policy

JUNE 5, 2019

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



THE VIRGIN ISLANDS DEPARTMENT OF
EDUCATION

FAM 3.4 | Creating a Shipping Order

Purpose

This procedure establishes guidelines for creating the “Shipping Order” for the delivery of assets from the VIDE Procurement Warehouse to the School/Activity Center.

Abbreviations

PO – Purchase Order

STTJ – St. Thomas/St. John

STX – St. Croix

VIDE – Virgin Islands Department of Education

Policy

1. All federal assets shall be delivered to Schools/Activity Centers within three (3) business days of receipt.
2. The School/Activity Center shall provide a completed FAM 3.1A Fixed Asset Assignment Form to the respective District Procurement Warehouse within three (3) days of request.
3. The Warehouse shall not deliver assets without a completed FAM 3.1A Fixed Asset Assignment Form).
4. All asset deliveries must be accompanied by a completed Shipping Order.

Procedures

1. Open a blank shipping order template in MS Excel on C: drive, and then input asset details from the following source documents:
 - i. PO.
 - ii. POD = Proof of Delivery
 - iii. FAM 3.1A Fixed Asset Assignment Form

The following fields are filled:

- a. Ship to
- b. PO number
- c. Ship from
- d. Number of pieces
- e. Est Ship date (This is 3 days after the Acq date)
- f. vendor name

And then each line the following:

- g. Line #
- h. Mfg/Brand
- i. Description
- j. Model No.
- k. Serial No.
- l. Asset Tag No.
- m. Acq date.
- n. Acq cost
- o. School Room No/ Custodian

On completion the Form is saved on the Warehouse Shared drive

2. Warehouse Receiving Officer prepares the Fixed Asset Creation Package which contains the following documents:
 - i. Fixed Asset Assignment Form
 - ii. Copy of Purchase Order (PO)
 - iii. Proof of Delivery / Commercial Invoice
 - iv. Copy of completed Shipping Order
3. Warehouse Receiving officer scans and emails the Fixed Asset Creation Package to the Fixed Asset Management Division's centralized email box at fixedassetmgt@sttj.k12.vi.

TPFA Oversight

Weekly Review of Creation Packages which comprises the following:

- a. Shipping Order
- b. Fixed Asset Assignment Form
- c. Proof of Delivery
- d. Purchase Order