

# VI Department of Education Property Division/Fixed Asset Management Fixed Asset Delivery Policy

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JUNE 5, 2019

Property Division/Fixed Asset Management  
Policy and Procedures



THE VIRGIN ISLANDS DEPARTMENT OF  
**EDUCATION**

## FAM 3.6 | Fixed Asset Delivery Policy

### Purpose

This procedure establishes guidelines for delivering fixed assets from the VIDE Procurement Warehouse to the Schools/Activity Centers.

### Abbreviations

PO – Purchase Order

POD – Proof of Delivery

VIDE – Virgin Islands Department of Education

### Policy

1. All assets shall be delivered to Schools/Activity Centers within three (3) business days of receipt.
2. The School/Activity Center must provide a completed FAM 3.1A.1 “Fixed Asset Assignment Form” to the respective VIDE Procurement Warehouse within three (3) days of request
3. The Warehouse shall not deliver assets to the School/Activity Center without a completed FAM 3.1A.Fixed Asset Assignment Form”)
4. [The signed Shipping Order becomes the Delivery Confirmation](mailto:fixedassetmgt@sttj.k12.vi) must be emailed to [fixedassetmgt@sttj.k12.vi](mailto:fixedassetmgt@sttj.k12.vi) within 24 hours of delivery.

Note: Transfer of ownership occurs when the School/Activity Center verifies the delivery, then signs and dates the Shipping Order.

### Procedures

1. Warehouse Receiving updates the “Room No.” information on the specific PO Shipping Order Excel File from the **Fixed Asset Assignment Form**.
  - a) Go to the Shipping Order folder
  - b) Locate the specific PO Shipping Order for the specific school
  - c) Update the “Room No./Floor No.” for each line item on the Shipping Order
  - d) “Save” the Shipping Order Excel file in the Shipping Order folder

2. When it is time to assemble and ship the assets for the specific PO going to the specific school/location, Warehouse Receiving must print three (3) copies of the Shipping Order for the PO going to the School/Location.
  - a) Go to the Shipping Order folder
  - b) Locate the specific Shipping Order for the specific school (with the school "Room No." value included)
  - c) Print three (3) copies of the Shipping Order

One copy of the Shipping Order is used by Procurement Warehouse Receiving Officer to assemble goods for shipment to the school/activity center. The Warehouse Receiving Officer assembles, signs, and dates the PO Shipping Order. The Shipping Order is retained by the Procurement Warehouse for filing purposes.

Two (2) remaining copies of the Shipping Order are given to the Procurement Warehouse Driver along with the shipment to the School/Activity Center. Upon verification of receipt the custodian will sign both copies. One (1) signed Shipping Order is retained by the School/Activity Center. The other retained by the Procurement Warehouse Driver and returned to the Warehouse for electronic and tangible file retention.

3. Delivery is fulfilled at the final location (e.g., school).
  - a. School/Activity Center Receiving Custodian and Procurement Driver verifies delivery of all goods per the applicable Shipping Order.
  - b. School/Activity Center Receiving Custodian and Procurement Driver signs and dates the two (2) copies of the Shipping Order.
    - i. One signed copy is retained by the School/Activity Center and filed in the Equipment Inventory Binder.
    - ii. The other signed copy is returned to the warehouse by the Procurement Driver.  
Both copies serve as Warehouse Proof of Delivery (POD) which transfers ownership of the asset to the School/Activity Center.

- c. The **SIGNED** copy of the Shipping Order is submitted to Warehouse Receiving Officer to scan and email to the Fixed Asset Management Division centralized email box [fixedassetmgt@sttj.k12.vi](mailto:fixedassetmgt@sttj.k12.vi).
- d. Warehouse Receiving Officer electronically transfers the Shipping Order file for the specific PO and specific School/Location to the Delivery Confirmations folder. Warehouse Receiving files the signed hardcopy of the Shipping Order in the School/Activity Center file folder.

### TPFA Oversight

Weekly Review of Delivery Confirmations which comprises the following:

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