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**ASSETS - STANDARD OPERATING PROCEDURES**

Programs shall submit all assets purchasing requests electronically via the purchasing portal and shall be recorded on the purchasing log. **No items classified as property (fixed asset) should be submitted by shopping cart.**

**FIXED ASSETS - DEFINITION**

Fixed Assets are assets of long term character, non-consumable in nature and are intended to be held or used. These include land, buildings, land improvements, machinery, furniture, infrastructure and other equipment whose cost is $1000 or more (and all items listed to be added regardless of price, see page 4). All of the costs required to get the assets in existing condition and location are capitalized (i.e., cost of negotiations, finder’s fees, installation, breaking in, etc.).

Property item per (Section 29-9-21) which costs $1,000 or more unless the items purchased fall within the groups listed below. *These items will be reported as equipment, regardless of their purchase value.*

• Weapons

• Cameras and camera equipment (greater than or equal to $250 must be labeled property of MDE)

• Two-way radio equipment

• Televisions (greater than or equal to $250 must be labeled property of MDE)

• Lawn maintenance equipment

• Cellular telephones

• Computer and computer equipment (greater than or equal to $250 must be labeled property of MDE)

• Chainsaws

• Air compressors

• Welding machines

• Generators

• Motorized Vehicles

**FURNITURE** shall be construed to include desks, chairs, tables, seats, filing cabinets, bookcases and all other items of a similar nature, as well as dormitory furniture, appliances and all other items of personal property generally referred to as *home, office* or *school furniture*.

**ASSETS PORTAL REQUESTS**

* Program will verify availability of funds
* Program will submit Purchasing Request to the Purchasing Portal at [purchasingrequests@mdek12.org](mailto:purchasingrequests@mdek12.org). **(See table below for guidance submitting required documents to procurement for processing).**

**PROPERTY CATEGORY TABLE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Furniture/Equipment (Contract)** | **Vehicles** | **IT Equipment (Contract)** | **IT Equipment (Non-Contract)** | **Equipment (Non-Contract)** | |
| *Requisition* - To include vendor/supplier number and reference State Contract Number if applicable. | *Requisition* - To include vendor/supplier number and reference State Contract Number if applicable. | *Requisition* - To include vendor/supplier number and reference State Contract Number if applicable. | *Requisition* - To include vendor/supplier number and reference State Contract Number if applicable. | | *Requisition* - To include vendor/supplier number and reference State Contract Number if applicable. |
| *Contract documents*  (MAGIC Print Preview-Contract) | *Contract documents* | EPL *Contract Documents* | *MDE Quote Form* | | *MDE Quote Form* |
| *State Price List* (Highlight item) | *State Price List* (Highlight Item) | EPL *Instructions for Use* | *Quote* signed on Vendor Letterhead | | *Quote* signed on Vendor Letterhead |
| *MDE Quote Form* | *VR-1 Form* | Approved MDE *Project Plan* (Current Fiscal Year) | Approved MDE *Technology Purchase Request Form* (Blue Form) | | *W-9* Completed & Signed |
| *Quote* signed on Vendor Letterhead (Expiration Date) | *Inventory Deletion Form* | *MDE Quote Form* (Itemized List) | *Board Item* if CP-1 is $50,000 | |  |
|  |  | *Quote* signed on Vendor Letterhead with EPL information (Expiration Date) |  | |  |
|  |  | Approved MDE *Technology Purchase Request Form* (Blue Form) |  | |  |
|  |  | *Board Item* if CP-1 is $50,000 |  | |  |

**Note: Requests will be processed in the order received. Ten (10) business days for review and approval will not begin until a completed request has been received.**

* Assigned Purchasing Staff will generate a purchase order (PO).
* Procurement Office Director (POD) will review PO and approve.
* Vendor will automatically receive a copy of the PO.
* POD will send approved PO to program and copy purchasing staff, Accounts payable, mail room and property staff.