



Richmond Public Schools

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Division of Purchasing

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TO: Principals, Directors, Managers, Supervisors and Department Heads

FROM: Keith Brown *KB*
Interim Director of Procurement and Control

THRU: *PAH* Paul A. Hawkins
Chief Operating Officer

SUBJECT: Administrative Procedure for ordering technology fixed assets/equipment

The administrative procedure is being instituted in an effort to improve the purchase, delivery and installation of technology assets throughout the District.

Effective immediately, the Purchasing Department will require the following items prior to approving a Purchase Order (PO) request for technology fixed assets/equipment:

1. Unapproved PO(s) for required software (see technology standards page)
2. [Site Survey Form](#)(s) – **required for Desktop computers and printers** (available on InfoNet - <http://infonet.richmond.k12.va.us/pdf/ICTSSiteSurveyv4.pdf>)
3. [Fixed Asset Distribution Form](#)(s) – **required for all fixed assets** (available on InfoNet - <http://infonet.richmond.k12.va.us/pdf/FixedAssetDistributionFormv1.pdf>)

The PO(s) for software must reference the PO number of the unapproved PO for the technology fixed asset. The unapproved PO for the fixed asset must reference the unapproved PO(s) for software.

A fixed asset (capital asset) is defined – a unit of tangible property with a useful life of five years or more, and a total acquisition cost or value (fair market value) of \$5,000 or more at time of acquisition. Fixed Asset items are tagged by RPS Property Management, i.e. computer and computer related items, welding equipment, audio-visual, lawn care equipment, cafeteria equipment, HVAC equipment, etc.) Other items valued at less than \$5,000 may be tagged upon request by the requesting agency.

If you have any questions, please contact the Technology Coordinator at 780-7887, or the Purchasing Department at 780-6161.

Thank you for your cooperation.