

Check Out Procedures for Computers, Projectors and A/V Equipment

- All equipment will be checked out through Pam Rodriguez in the Media Center. Ms. Rodriguez will scan the equipment's barcode and enter it into the computer system.
 - Staff is responsible to inspect all equipment for completeness and damage prior to checking it out.
 - Staff is to check out equipment in person (Students will not be permitted to check out equipment for any staff member).
- Staff is responsible for any item checked out in their name. Please do not lend items checked out to other staff members unless previously discussed with Ms. Rodriguez.
- An Outgoing Controlled Equipment Form (FM-1670) must be completed for any equipment going off-campus. This form can be obtained from Jorge Torres. Mr. Torres will provide the staff member and Assistant Principal for School Operations a copy of the completed form and will retain a copy for his records. This includes any equipment that is scheduled for repair.
 - Once the equipment is returned, Mr. Torres will collect all of the forms and discard them.
- Request for materials/equipment must be made at least 24 hours in advance.

Check In Procedure for Computers, Projectors and A/V Equipment

- All equipment must be returned to Ms. Rodriguez in the Media Center prior to the end of the school year or within the previously arranged timeframe.

Procedures for Moving Classroom Computers and Equipment

- All computers are assigned to a specific classroom and recorded as such in the network. All requests to move classroom computers and equipment must be processed by Mr. Jorge Torres and approved by administration.
- Classroom computers and equipment are not to be removed from the assigned classroom by staff members under any circumstances unless approved by an administrator.

Procedures for Discarding Damaged and/or Obsolete Equipment

- An Outgoing Controlled Equipment Form (FM-1670) must be completed for any equipment that is obsolete and/or damaged. This form can be obtained from Jorge Torres. Mr. Torres will give the staff member and Assistant Principal for School Operations a copy of the completed form and will retain a copy for inventory purposes.
- Mr. Torres will process the form (FM-1670) and make arrangements for pick-up with S&D.
 - Equipment scheduled for pick-up will be stored in a designated location by Mr. Torres.

Procedures for In-Coming Equipment

- All in-coming equipment will be processed through the Main Office and stored in the Auditorium and/or Book Room.

- Invoices will be collected by Mr. Torres and provided to Ms. Lilliam Rivero for accounting purposes.