

Instructions for Completing the Addition to Fixed Asset Inventory Form

It is the responsibility of the Departmental Inventory Clerk to insure and maintain an accurate inventory of equipment for the department.

Departmental Inventory Clerks must complete the Addition to Fixed Assets Inventory form found at <http://www.longwood.edu/budget> for equipment additions, if the equipment meets one of the following conditions.

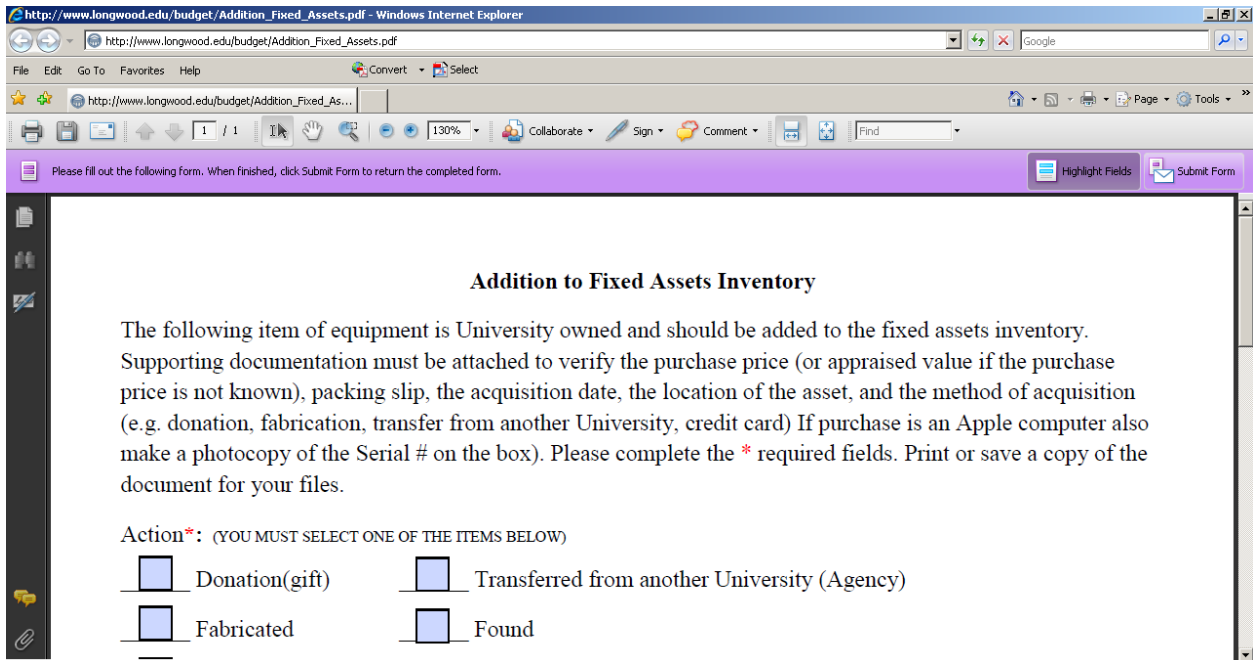
1. Technology equipment is purchased and the equipment and freight charges total \$500 or greater. Examples of technology equipment are computers, printers, televisions, faxes, copiers, anything that connects to the network.
2. Equipment purchased with Equipment Trust Fund monies.
3. Equipment not covered in 1 or 2 with a cost (including freight) of \$2,000 or greater.

NOTE: On Dell equipment the serial number that Longwood uses is called a Service Tag.

Fixed Assets will perform a monthly analysis of Equipment expense accounts for the above criteria. The appropriate departmental inventory clerk and their respective Department Chair or Vice President will be notified via email if items are found through this analysis without supporting forms.

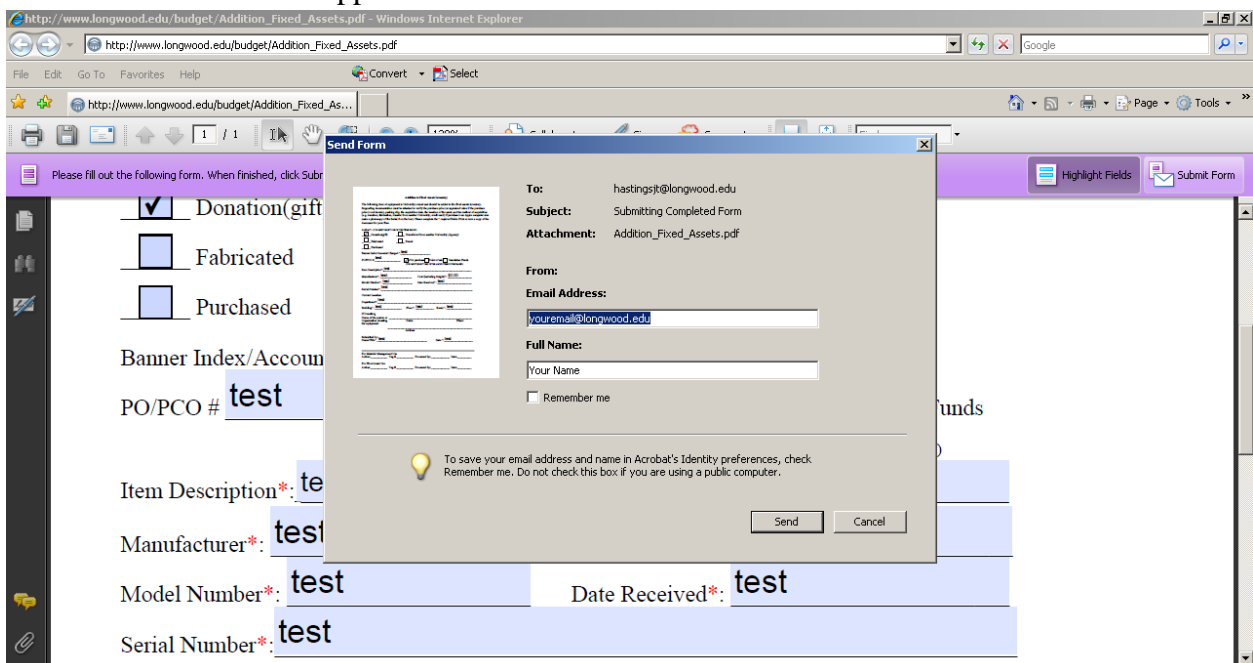
Instructions:

1. Open your web browser and go to <http://www.longwood.edu/budget> and select the Addition to Fixed Asset Inventory link under Forms on the main page. This link will open to a PDF form in a separate window. (If you have a pop-up blocker you will need to disable the blocker on this page)
2. You must complete all blocks in RED. In addition you must select one of the five options under Action. Also, you must select one of the following three options from: eVa purchase; Point of sale; Foundation funds.



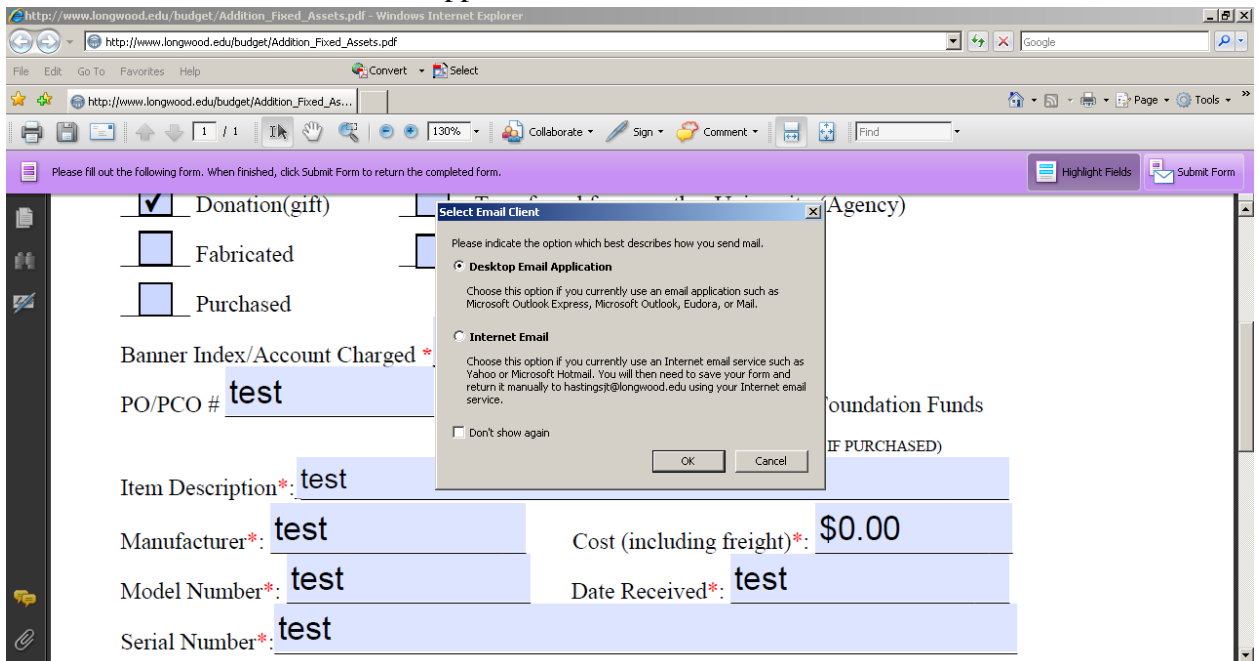
3. Once the form is completed click on the Submit button in the upper right corner.

The Send Form box will appear.



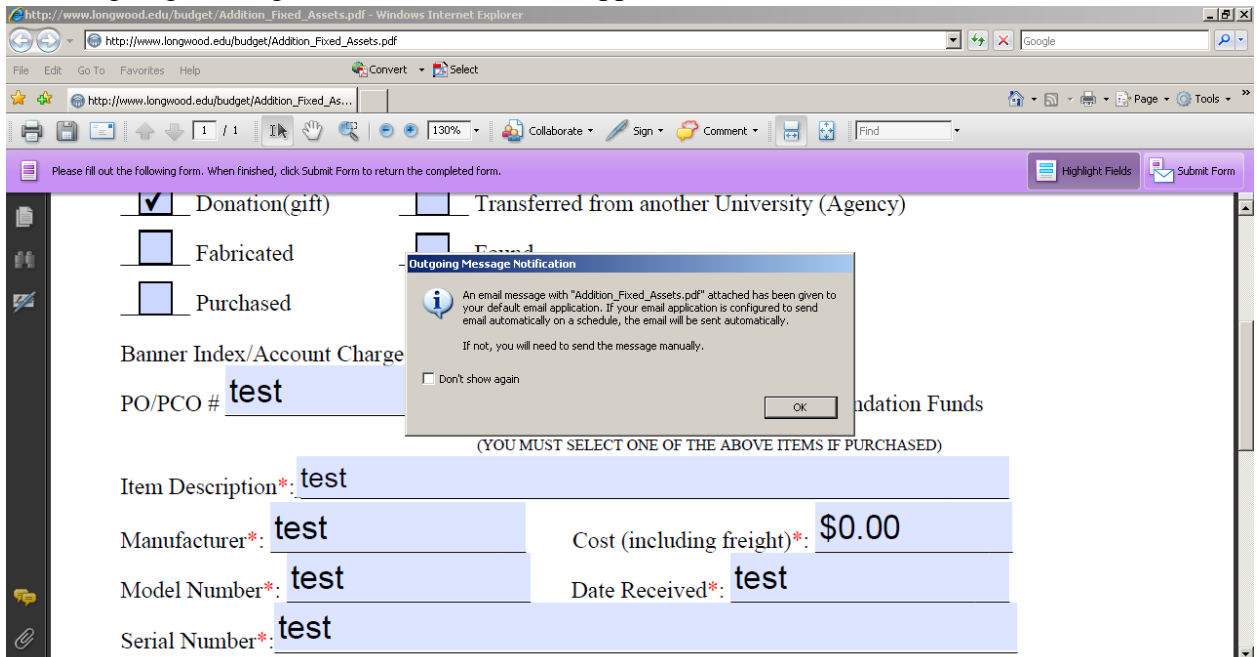
4. In the Email Address field type your Longwood University email address.
5. In the Full Name field type your name.
6. Select the send button.

The Select Email Client box will appear.



7. Select the Desktop Email Application toggle box.
8. Select the Ok button.

The Outgoing Message Notification box will appear.



9. Select the Ok button.

Once you select Ok, the email will be placed in your Outlook Outgoing Mailbox to be sent to Fixed Assets.

After the item is sent you can go into your sent items folder in Outlook and locate the email which will have a copy of the form in the attachment box. You should open the file and either save a copy electronically or print a copy for your records.