

SJCOE Property Assignment Procedures

Purpose:

To establish procedures for the management and control of equipment owned by San Joaquin County Office of Education assigned to employees for their work related use.

These procedures include the initial assignment of equipment, updates to currently assigned equipment and the return of assigned equipment.

Procedures:

Initial Assignment of Equipment:

1. Department designee completes a form designating a property assignment approval, securing the signature of the employee borrowing the equipment.

Note:

A fillable pdf, Property Assignment Approval Form, is available for use. While its use is not mandatory, it is a recommended method for conveying assignment of equipment to employees.

If not utilizing this form for these purposes, please include the following information on any alternately utilized form:

- o Borrower's employee ID
- o Borrower's name
- o Department
- o Brief description of equipment
- o Serial number of equipment
- o Assignment date
- o *Signature of employee borrowing the equipment

*Electronic signatures allowing for a submitted electronic document are encouraged when signing the fillable pdf. If needed, please see instructions for creating an electronic signature.

2. Department designee emails signed Property Approval Assignment Form, or sends a scan of an alternately utilized form, to property@sjcoe.net.
3. The electronic Property Assignment Approval Form or the scan of the alternately utilized form is stored in the Laserfiche document management system.

Updates to Currently Assigned Equipment:

1. Via an email, report updates regarding currently assigned equipment to property@sjcoe.net.

Note:

Such updates include but are not limited to the following:

- o Transfer of assigned equipment from one employee to another
- o Theft of assigned equipment or Loss of assigned equipment
- o Returned but not transferred to another employee

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Return of Assigned Equipment:

1. The department accepting the return completes a form designating a property assignment return, securing the signature of the employee collecting the return.

Note:

Attached is a fillable pdf, Property Assignment Return Form. While its use is not mandatory, it is a recommended method for conveying the return of equipment by employees.

If not utilizing this form for these purposes, please be certain to include the following on any alternately utilized form:

- o Borrower's employee ID
- o Borrower's name
- o Department
- o Brief description of equipment
- o Serial number of equipment
- o Return date
- o *Signature of employee accepting return

*Electronic signatures allowing for a submitted electronic document are encouraged when signing the fillable pdf. If needed, please see attached instructions for creating an electronic signature.

2. Provide a signed printed copy of a form designating the return of the property to the employee who is returning the assigned equipment.
3. The department accepting the return emails the signed Property Assignment Return Form, or sends a scan of an alternatively utilized form, to property@sjcoe.net.
4. The electronic Property Assignment Return Form or a scan of the alternately utilized form is stored in the Laserfiche document management system.