



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Site Computer Inventory

NUMBER: MEM-4170.5

ISSUER: Matt Hill
Chief Strategy Officer

DATE: December 12, 2014

ROUTING

ESC Superintendents
ESC Directors
Division Administrators
Principals
All Schools and Offices

PURPOSE: Each District site is responsible for conducting annual site inventory. This memorandum provides instructions for maintaining appropriate inventory records for non-CCTP computing devices in the District computer inventory system. CCTP devices and equipment are managed in Destiny Asset Manager

MAJOR CHANGES: This revision replaces MEM-4170.3 of the same title issued on August 7, 2012. Instructions for updating the District computer system have been revised.

POLICY: The Board of Education asked the Information Technology Division to develop a strategic plan for the cost-effective acquisition and management of computers to ensure students and staff have up-to-date instructional computing facilities. Assets are managed by each site, therefore the assistance of local site administrators is requested to collect and enter asset information for computing devices into a District computer inventory system. Currently, schools use various formats for inventory control pursuant to the following policies or regulations:

- Education Code 35168 – Inventory of Equipment
- Board Rule 1703 – Responsibility of Principals for School Property
- BUL-953.1 - Control of Site Equipment, August 23, 2010
- BUL-3508.5 - Inventory for Equipment Purchased Through Categorical Programs, October 8, 2012
- REF-2633.2 - Inventory of Student Body Owned Equipment, June 15, 2009

This process will assist site administrators in effectively managing computer assets. ITD will use the site inventories to develop a District-wide strategy for the cost-effective acquisition of computers and to help improve access to up-to-date instructional computing facilities for students and staff.



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INSTRUCTIONS: The District Computer Inventory System is a web-based application. Each site database is compiled with data from previous inventory counts and includes all purchases made since 2004. The system is automatically updated monthly to reflect new computers purchased and installed through the District's integrator.

Each site is responsible for accurately updating their inventory anytime there is a change in the status of a computing device (e.g. transfer, reported theft, salvage), or when equipment is not reflected in the database.

Sites may review and update the computer inventory by going to <https://ezaccess.lausd.net/LAUSDdesktopinventory.htm> and following the instructions provided on the website.

The following information is required when updating the survey:

1. Name of person responsible for the inventory, including title, phone number and e-mail address.
2. Each computer's location/room number, type, manufacturer, model, operating system, asset tag if available, serial number, purchase date and status.
3. If the computer has been transferred to another location, you will need the location code of the receiving location.
4. Identify the computers that are used for instructional purposes (includes computers that are owned or leased by the school and are used for direct instruction, curriculum development, classroom management, preparation of instructional materials, etc.).

The data will be used for reporting purposes and for maintaining an accurate asset database. Please complete the District computer inventory form no later than January 30, 2015.

ASSISTANCE: If you have any questions please contact Angela Shih at (213) 241-1589.