

Equipment Activity Request (EAR) Instructions

This section will walk you through step by step on how to fill out an EAR form. The "numbered items" with explanations in this section correspond with the numbered item fields on the EAR form:

1. List the school or department name as officially designated.
2. List the school or department site code number as officially designated.
3. List the date the EAR was initiated.
4. Enter a locally assigned number in this field for control and tracking purposes. The number should consist of the school or department Site Code, a dash, the last digit of the year at the start of the school year, a dash, and then the sequential number of the EAR submitted during that school year. For example, the first EAR for Barnum Elementary School for the 2000-2001 school year would be 207-0-01. A copy of the EAR should be maintained in a file for reference purposes.
5. Do not enter data in this field. Included as part of EAR processing by the Fixed Assets Department is the assignment of a Document Number intended for document tracking and referencing purposes.
6. List the ten digit bar code label number from the DPS bar code label. This field cannot be left blank on non-group assets. It must be indicated by either the bar code label number or by N/A. Most bar code labels are affixed to the upper right hand side of an item. Some labels are affixed to the front, back, or near the manufacturer ID plates. It is best to check all sides of an item carefully when a bar code label is not readily apparent. DPS bar code labels always indicate Denver Public School Property with ID numbers that always have 10 digits.
7. List the generic item description such as CPU, monitor, camera, digital camera, camcorder, TV, hub, freezer, etc. See section located at "What is a Fixed Asset" for a list item descriptions.
8. List the primary manufacturer of the item listed.
9. List the model as characterized by the label usually on the front of an item- This is to be differentiated from what is generally referred to as a model number, which is usually near the serial number and indicated by the notation Mod. No. Use this number if there is no given model name.
10. List the serial number of the item. They are usually found on the back of items, but sometimes are located on the underside or inside a battery casing. With machines they are often near or on the manufacturer's ID plate. Equipment containing combustion engines sometimes contain two serial numbers, one for the engine and one for the item. List only the item serial number, which will not be affixed to the engine.
11. Indicate whether the item is serviceable or unserviceable. Other schools or departments can possibly use serviceable items.

For items 12 through 16 list only one record per row up to 5 records. For 6 or more records use the EAR Continuation Sheet.

17. Check this box when your intention is to permanently transfer an asset from one site to another, then indicate the new site.

18. Indicate by circling whether or not Warehouse assistance is needed to accomplish the transaction.
19. Check this box when requesting a transfer of item(s) to the CEP (Central Equipment Pool) for redistribution or disposal.
20. Check this box to remove stolen items from a site inventory report. List the Police Report Case number, the date of the report, and attach a copy of the report to the EAR.
21. Check this box when requesting bar code label assistance or an adjustment. Indicate what type of task is needed.
- a. Check this box when on-site bar code labeling is needed for new purchases generated through the DPS purchase order system or purchased by DPS credit cards when the items have been shipped direct from the vendor or picked up by site personnel. Always supply the DPS Purchase Order number or vendor invoice number. Be advised that obtaining fixed assets in this manner in most cases is contrary to DPS Central Receiving policy and recommended procedures.
- b. Check this box when items are bought through the School Activity Fund and need on-site bar coding because items were shipped direct from the vendor or picked-up by site personnel. Indicate the check and vendor invoice number.
- c. Check this box when a bar code label has been removed by mistake, damaged, or becomes illegible.
- d. Check this box when an item (such as a personal item) has been bar code labeled by mistake and needs to be removed. Always attach the actual bar code label to the EAR and forward it (do not fax) to the Fixed Assets Department.
22. Check this box when a bar code labeled defective item is being returned to the vendor for replacement. Indicate the original PO #, attach the actual bar code label to the EAR, and forward the EAR to the Fixed Assets Department. If the replacement item is shipped directly to the site, then also check the Bar Code Request/New Purchase block.
23. Use remarks whenever such indication will facilitate or clarify a transaction (i.e. "Items are in Room 104").
24. List a point of contact (POC) and phone number of a person knowledgeable of the item(s) listed on the EAR who knows the location of the item(s) and can answer questions about the item(s).
25. As the primary property accountability holder for a school or department, the school principal or department head is required to sign and date all EARs to ensure they are knowledgeable of, and approve of all equipment transactions. In addition, the name is required to be printed as many signatures are not easily discernable.
26. This block should be signed and dated by those receiving transferred items. These items should be checked and verified against the EAR manifest.
27. The individual who picks up and delivers the assets to the transferred location should sign and date this line. This will normally be DPS Warehouse personnel.
28. This block contains information for forwarding instructions and telephone assistance. Please note that it is asked that you do not fax EARs with attachments such as with bar code labels or police reports. Instead, forward them to the Fixed Assets Department.

NOTES: Note 1: The EAR form is not intended for temporary transactions. For loans or other temporary transactions from one site to another or one person to another it is recommended that the Temporary Hand Receipt (THR) form be used. This is especially recommended for loans of technology equipment off-site by staff members and for equipment loaned to students.

Note 2: Incomplete forms will be returned for completion prior to accepting for processing.

Note 3. EARs are considered complete only when all required actions have been completed and the necessary adjustments have been made to the master database.