

**Laptop Assignment Listing/Inventory Procedure
IT0019.X/IT0042.xa/b**



District wide laptop inventories will be performed as designated by the IT Director according to the calendar issued by the Superintendent. The required forms can be downloaded from the Plainfield Board of Education website (www.painfieldnj12.org). Completed forms must be faxed or sent via inter-office mail to the attention of the IT Department secretary.

The Laptop Assignment Listing (IT0042.xa) must be accompanied by a completed, signed Laptop Inventory Form for each laptop on the list.

A Laptop Inventory Form (IT0019.x) must be completed for every laptop assigned to all administrators, faculty and staff.

A Laptop Cart Inventory Form (IT0042.xb) must be completed for every laptop cart at all district locations.

Building Administrator/Department Heads are responsible for maintaining copies of all forms associated with the inventories and listings at their locations.