

STANDARD PROCEDURE

Aviation Authority

Number: S440.03

Effective: 08/30/02

Revised: 09/23/20

Page: 1 of 3

SUBJECT: RECEIVING OF EQUIPMENT

**PURPOSE:** To establish procedures to govern the receiving of Authority equipment.

**PROCEDURE:**

A. To Receive Equipment, Excluding Information Technology Services (ITS) Related Equipment and Purchasing Card Purchases:

1. All equipment should be delivered to the Central Warehouse (WR1). Assets not practical to deliver to WR1 (ex. vehicles, tractors or firearms) and general aviation airport equipment purchases should be delivered to their final destinations.
2. Procurement staff:
  - a. Receives a receiving slip with the incoming orders.
  - b. Signs off on the document and any special conditions (ex. damaged or missing items). Personnel other than Procurement staff receiving items must submit packing slips and receiving documents to Procurement staff in an efficient and timely manner.
  - c. Records the number of items received in Oracle.
  - d. Provides the item with an asset tag if the item is valued at \$5,000.00 or more.
  - e. Enters the asset tag number, description of the asset (ex. truck), manufacturer (ex. Ford, Makita), model number, identification/serial number, vendor (ex. Ernie Haire, Grainger), department and person who ordered equipment, purchase order number and project number (if applicable) on the DocuSign FS 97-Property Asset Form-2020F, which can be found on the Authority Intranet under Forms.
  - f. The DocuSign FS-97 is automatically emailed to [FixedAssets@TampaAirport.com](mailto:FixedAssets@TampaAirport.com).

STANDARD PROCEDURE  Aviation Authority	Number: <u>  S440.03  </u> Effective: <u>  08/30/02  </u> Revised: <u>  09/23/20  </u> Page: <u>  2  </u> of <u>  3  </u>
SUBJECT: RECEIVING OF EQUIPMENT	

g Affixes the assigned asset tag to the equipment, with the exception of ITS related equipment, in a location on the equipment visible during inventory.

3. Recipient:

- a. Signs the DocuSign FS-97 acknowledging receipt of the equipment.
- b. The completed DocuSign FS-97, with signatures, is automatically emailed to the Fixed Asset Analyst.

4. Fixed Asset Analyst:

- a. Enters the asset(s) on FS-97 into the fixed asset system.

B. To Receive ITS Related Equipment:

1. All equipment should be delivered to WR1.

2. Procurement staff:

- a. Receives a receiving slip with the incoming orders.
- b. Signs and documents any special conditions (ex. damaged or missing items), as applicable.
- c. Records the number of items received in Oracle.
- d. Enters the asset tag number, description of the asset (ex. computer, monitor), manufacturer (ex. Hewlett Packard, Dell), model number, identification/serial number, vendor (ex. Data America, Dell), department and person who ordered equipment, purchase order number, and project number (if applicable) on the FS-97.
- e. A copy of the DocuSign FS-97 is automatically emailed to [FixedAssets@TampaAirport.com](mailto:FixedAssets@TampaAirport.com).

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Page: 3 of 3

- f. Attaches the asset tag(s) to a printed copy of DocuSign FS-97 and places the DocuSign FS-97 in the carton with the equipment.
  - g. Coordinates the delivery of the equipment received and asset tag(s) to the Network Operating Center.
3. ITS staff:
- a. Affixes the asset tag to the equipment in a location visible during inventory.
4. Emails the Fixed Asset Analyst the new location when deployed.
5. Fixed Asset Analyst:
- a. Updates the asset in the fixed asset system.
- C. Purchasing Equipment with a Purchasing Card:
- 1. The purchaser is responsible for filling out the DocuSign FS-97. Under the heading “purchase order number”, the purchaser enters PCard (or PC), the purchaser’s name, the asset tag number, a description of the asset (ex. computer, monitor, truck), manufacturer (ex. Hewlett Packard, Dell), model number, identification/serial number, vendor (ex. Data America, Dell), department and person (if applicable) receiving equipment, and project number (if applicable). A copy of the completed DocuSign FS-97 is automatically sent to the email: [FixedAssets@TampaAirport.com](mailto:FixedAssets@TampaAirport.com) & to the Fixed Asset Analyst who will enter the asset(s) on the DocuSign FS-97 into the fixed asset system.
  - 2. The purchaser will affix an asset tag to the equipment in a location visible during inventory.

APPROVED: \_\_\_\_\_

DocuSigned by:  
*Michael Stephens*  
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DATE: 9/23/20