



Prince George's County Public Schools  
 Upper Marlboro, Maryland 20772

**In-Use Inventory Equipment Receiving Report**  
*(Replaces the Self-Insurance Report Form)*

\_\_\_\_\_ Date \_\_\_\_\_

School/Office: \_\_\_\_\_ Cost Center Number \_\_\_\_\_ Department: \_\_\_\_\_

\_\_\_\_\_ Physical Location of Property

\_\_\_\_\_ Authorized Signature Only

Item Description	Serial Number	Model Number	Manufacturer	Date Received	Quantity Received	Purchase Order #	Management Code	Unit Price

## FORM INSTRUCTIONS

Field Number	Description	Comment
1	Date	Date form filled out
2	School/Office	School or location the equipment is located
3	Cost Center Number	Oracle cost center number assigned to the school or office
4	Department	Area in which the equipment is used
5	Physical Location	Precise room number or area in which the equipment is located
6	Authorized Signature	Signature of Principal, head of a particular department or the individual filling out the form
7	Item Description	Explanation of what was actually received, i.e., desktop computers, smart-board etc.
8	Serial Number	Unique, identifying number or group of numbers or letters assigned to the piece of equipment
9	Model Number	Number associated with the make of the equipment received
10	Manufacturer	Original producer of the equipment
11	Date Received	Date the equipment was delivered to the location
12	Quantity	Number of items received in whole numbers
13	Purchase Order Number	Oracle-designated number assigned to a written authorization prepared by the buyer for the purchase of goods at a specified price
14	Management Code	Three letter/number combination to further describe the item. See Management Code listing in Table 1 on the following page
15	Unit Price	Cost of each single item

Note that the In-Use Inventory Receiving Report Form should be completed within 24 hours of equipment receipt.

## LISTING OF MANAGEMENT CODES

DAE	Accounting Office	DAF	Accounts Payable Office
AAA	Administration Office Equipment/School Based	BFH	Adult Basic Education Office
BFM	Adult Continuing Education Office	BA8	Alternative Schools Administrative Office
BDH	American Indian Education Office	BFL	Art Office
UUU	Arts and Crafts Equipment	BFX	Before and After Care School Based
BFW	Before and After Care Office	2XA	Board Member Home Use
2XS	Board Office	DAB	Budget Office
BFC	Business Education Office	EEE	Business Education Equipment School Based
AB2	Business/Community Outreach	BFP	Career Development Office
YRT	JROTC	YYY	Career Education Equipment
4AZ	Central Garage Administration	BAS	Chapter One/School Based
BAK	Chapter One/Office	3AA	Communication
DAA	Chief Divisional Admin Budget, Finance	BAA	Chief Divisional Admn Instruction
9AA	Chief Divisional Admn Personnel	5AA	Chief Divisional Admn Pupil Services
4AA	Chief Divisional Admn Supporting Services	HHY	Program
FFF	Classroom Furniture/Equipment	ABG	Comer Office
BAD	Community Based Classroom	AB6	Community Relations
EA3	Computers/Classroom and Labs	EEW	Based
BFR	Cooperative Work Study/Work Exper Office	5AC	Court Liason
6BD	Creative/Performing Arts	BDS	Interscholastic Athletics Office
PAP	Interscholastic Athletics School Based	GGG	Language Equipment School Based
AB3	Legal Office	CAA	Library/Media/ Television Office
CCC	Equipment	ABD	Enrichment & Specialty Program (Focus)
4AL	Mailroom	BDX	Mathematics Office
RRR	Mathematics Equipment School Based	XXX	Media Center Equipment
MMM	Instrumental Music Equipment School Based	MVZ	Vocal Music Equipment School Based
BFT	Occupational Skills Foundation	ABC	Evaluation & Research Office
BAN	Student Testing Admin Office	ABA	Superintendent Office
DAD	Treasury Office	DAG	Payroll Office
9AB	Human Resources Department	AA4	Photography School Based
BDR	Physical Education Office	PPP	Physical Education Office
4FA	CIP Planning Cap Imp & Arch Services Office	EAD	Printing Office
BAL	Head Start	5AD	Psychological Services Office
AA2	Publicity & Publications Office	DAT	Pupil Accounting & School Boundaries Office
5AF	Pupil Personnel Office	5AB	Pupil Services Projects Office
DAW	Purchasing & Supply Office	BDK	Reading Office
QQQ	Reading Program Equipment School Based	ABH	Regional Offices
DAL	School Security School Based	BDQ	Science Office
SSS	Science Equipment School Based	DAS	School Security Office
4AM	Shop Stores Facilities Service Base	777	Social Studies School Based
BDG	Social Studies Office	ZZZ	Special Education Equipment School Based
BAP	Curriculum Development Office	BA6	Deartment of School Improvement
BFA	Office	JJJ	(Custodial)
4BA	Administration	4BB	Department of Facilities Operations All Shops
4DA	Department of Facilities Service Administration	EAB	Division of Information Technology Office
BDA	Division of Instruction & Curriculum	5AM	Drug Education
BAQ	Early Education Childhood Office	BAR	Early Childhood Classroom
9AC	Employee Relations Administration	9AF	Employee Services Administration
9AE	Employee Child Care Center	BDY	English Office
888	English School Based	BDJ	Environmental Education
ABE	Equity Assurance Office	BAZ	ESEA Chapter II
BDV	ESOL Office	BVV	ESOL Classroom
BAT	Even Start Office	BAW	Even Start Classroom
BFN	Evening High School	BFB	Family and Consumer Sciences Office
HHH	Family and Consumer Sciences K-12	BAE	Federal Programs & Special Projects
DAC	Finance Office	4CA	Food Services Administration
LLL	Food Services Equipment School Based	BDE	Foreign Language Office
DAH	Grants Administration	AA3	Graphic Arts
5AH	Guidance Administration	333	Guidance Services Equipment School Based
BDZ	Health Education Office	BDD	Health Education Classroom
5AG	Health Services Administration	NNN	Health Services Equipment
AB7	Hispanic Community Liason	BDB	Instrumental Music Office
DAM	Internal Auditing	BZA	Special Education Office
BAG	Staff Development Office	BAM	State Compensatory Education
5AN	Student Appeals Office	BFS	Student Automotive Group
5AK	Student Concerns	5AE	Student Records Office
AB5	Student Services	BFK	Student Transfers Office
DAK	Student Transfers Office	BDL	Summer School Office
4A9	ISSC Supply Equipment & Furniture Storage	4A4	Supply Warehouse
EAC	Division of Information Technology (IT Sasscer)	BAX	Targeted Poverty
KCH	Technology Education (Construction)	BFD	Technical Academy Program (FACTS)
4EE	Transportation Department	NPS	Nonpublic Schools School Based Equipment
RSK	Risk Management	TEL	Telecommunications