



EIS - Entering a Donated Item

SCENARIO: The district has received a donated used pickup truck from a community member for maintenance department use.

CONCERN: There is no purchase order and no vendor associated with this transaction. How does this get entered in EIS?

Go to EISSCN and choose 1 – ITMSCN.

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EISSCN - EIS Maintenance Main Menu
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  1. ITMSCN      - Maintain Inventory Item
  2. ACQTRN     - Post Acquisition/Payment Transactions
  3. DSPTRN     - Post Disposition Transactions
  4. TRNTRN     - Post Transfer/Adjustment Transactions
  5. PENDING    - Review pending file/Delete pending items
  6. SPLIT      - Split Lot Item into Multiple Tag Items
  7. EXIT       - Exit program
```

Press F12 to Add. Assign a tag number and enter required information as shown below. Since there was no purchase, choose a budget code appropriate to the planned use/location for the donated item. Enter the fair market value of the item for the Acquisition Amount.

NOTE: if the donor was in the vendor file, enter the vendor number on this Acquisition screen and again on screen 2 of ITMSCN. Otherwise, record the donor on screen 3 of the ITMSCN.

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Post Acquisition Transactions      Get pending:
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Enter the tag number and acquisition information and press 'Add acq' key.
When done with acquisitions, press 'Finish acq' key to enter the rest of
the item information.
                                     po#      item  inv#
Acq. #: 1

Tag Number: 190125      Date: 06/13/2019

USAS Account Code : 05 001 2700 650 0000 000000 071 00 000
                    MAINTENANCE VEHICLES
USAS Vendor Number:
Acquisition Amount: 3000.00
Purchase Order No.:
Item #:
Date: / /
Grant ID :
Grant Year:
Check No.:
Total Original Cost: 
```

Press F8 to Finish Acq. and then complete all required fields in ITMSCN.

Suggestion: include "donated" in the description.

Identification Information:			
Tag Number	: 190125	Serial Number	: VIN18735550009A76
Secondary Tag	:	Model Number	:
Appraisal Tag	:	Accessories	:
Composite ID	:	Item Category	: 0471
Entity ID	:	No. of Items	: 1
Description 1	: PICKUP TRUCK USED FORD 2004 BROWN		
Description 2	: DONATED		
Current Information:			
Replacement Cost	: 3000.00	Location	: 000 MNTC
Insurable Value	: 3000.00	Org. Unit	: 000
Phys. Inv. Date	: / /	Asset Class	: 0400
Phys. Inv. Comment	:	Status	: A
		Condition	: F
		Function	: 2700
		Fund	: 001

On screen 2, enter D – donated for the Acquisition Method.

Tag Number: 190125			
Acquisition Information:			
Date	: 06/13/2019	Original Cost	: 3000.00
Method	: D	Discount Amt.	:
Depreciation Information:			
Method	: S	Beginning Date	: 06/2019
Factor	:	Life Expectancy	: 8
		Salvage Value	:
		LTD Depreciation	:
Maintenance Information:			
Vendor No.	:	Inception Date	: / /
Contract ID	:	Expiration Date	: / /
Maint. Cost	:	Renewal Date	: / /

On screen 3, enter the donor’s name in the User Defined Desc field, since there is no vendor record in USAS for the donor, in this example.

Lease Information:			
Type	:	Inception Date	: / /
Period	:	Ending Date	: / /
Vendor	:	Payment Amt.	:
		Interest Rate	:
User Defined Information:			
Amount	:	Date	: / /
Desc	: FROM: JAMES SMITH	Code 1	:
		Code 2	:
		Code 3	: