

NSSCF ASSET MANAGEMENT

Computers and other ICT equipment acquired under the fund are school owned assets and must be managed in accordance with ESM-PR-002: Equipment Management for Schools, which outlines the Department's equipment management requirements including stock-take and loan of equipment and appropriate disposal and write-off process.

Schools are to create a unique asset number for each computer/laptop acquired under the NSSCF. The structure of the 10 character Asset number is:-

N = NSSCF

X = 1 letter character, Round One – A, Round Two and 2.1 – B etc

X = 1 letter character for device type:-

D = Desktop computer

L = Laptop computer

M= Monitor

O= Other ICT equipment ie electronic whiteboard, projector, digital camera etc

9999 = 4 digit school location code

999 = 3 digit sequential number from 001 – 999

NSSCF	Round Designator	Device Type	Location Code	Sequence Number
N	A,B,C,D etc	D,L,O,M	4 digit code	001 - 999
N	X	X	9999	999

Examples:

Somewhere State High School (location code 1234) receives 120 desktop computers, 40 laptops computers and an electronic whiteboard in Round Two of the NSSCF, The Asset IDs would range from:-

Desktop Computers - NBD1234001 to NBD1234120

Laptop Computers – NBL1234001 to NBL1234040

Electronic Whiteboard – NBO1234001

In Round Three of the NSSCF the school receives funding for an additional 160 desktop computers, 30 laptop computers and 10 digital cameras. The Asset IDs for computers and other ICT equipment purchased with funding from this Round would range from:-

Desktop Computers – NCD1234001 – NCD1234160

Laptop computers – NCL1234001 – NCL1234030

Digital Cameras – NCO1234001 – NCO1234010

Standard Description codes

The following standard description codes are to be used in SiMS:

Apple Laptop	1223
Apple Desktop	1221
PC Laptop	1211
PC Desktop	1271

Funding Source

Schools are to indicate in the asset register that the funding source is from the Commonwealth Government by using the code GN.