



Emergency Assistance to Non-Public Schools Program (EANS) authorized by the Coronavirus Response and Relief Supplement Appropriations Act, (CRRSA Act)

**Instructions for Asset Tagging**

Part of the EANS I Monitoring process, schools will need to affix asset tags to non-consumable, highly walkable, attractive, and high valued single unit items over \$5,000 and verify/enter serial numbers. CDE will provide the asset tags for the schools through the USPS.

If your school had purchases completed by CDE and reimbursements, the Excel spreadsheet will show items that were purchased by CDE. Items that the schools were reimbursed for will need to be entered onto the spreadsheet.

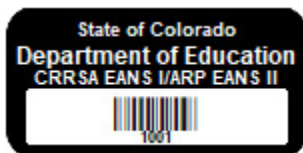
If your school received reimbursements only, your school would receive a blank excel form to be completed.

**Step 1-** CDE will email each school with an Excel file (**EANS I Monitoring Asset Tagging and Serial Number- please do not change the name of the Excel file**). Verify, or enter, the school’s name, quantity, unit cost, company/vendor, invoice/transaction number, and serial number. If the spreadsheet provided does not have a serial number listed, like in the example below, update the spreadsheet with the serial number and add the asset tag.

B	C	D	E	F	G	H	I
School Names	Quantity	Unit Cost	Company	Product	Invoice #	Serial #	Asset Tag #
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX83TLM93	
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX85BLM93	
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX87GLM93	
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX9ACLM93	
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402		
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402		

**Step 2-** Affix asset tags to the items

For the highly walkable, attractive, non-capital items, such as Chromebooks, laptops, tablets, printers, webcams, microphones, etc. please affix the following tag.



For single item(s) listed over \$5,000, such as awnings, body temperature measuring systems, floor scrubber, air purifier, any items that's cost per unit is \$5,000 or greater, please affix the following tag.



**Step 3-** In column I, please enter the corresponding asset tag number to the serial number.

B	C	D	E	F	G	H	I
School Names	Quantity	Unit Cost	Company	Product	Invoice #	Serial #	Asset Tag #
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX83TLM93	1001
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX85BLM93	1002
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX87GLM93	1003
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX9ACLM93	1004
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402		1005
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402		1006

**Step 4 -** In column H, please verify that the serial numbers are correct. If there are any missing serial numbers, please enter them onto the spreadsheet.

B	C	D	E	F	G	H	I
School Names	Quantity	Unit Cost	Company	Product	Invoice #	Serial #	Asset Tag #
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX83TLM93	1001
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX85BLM93	1002
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX87GLM93	1003
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX9ACLM93	1004
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX91 ULM93	1005
Elena's Awesome School	1	\$399.00	CDW-G	Apple iPad Mini	G765402	SDMPFX93BLM93	1006

**Step 5-** After the assets tagging and any missing serial numbers are entered onto the spreadsheet, please upload the Excel file into the [EANS I Monitoring Evidence Completion Form](#). Please do not change the name of the Excel file.