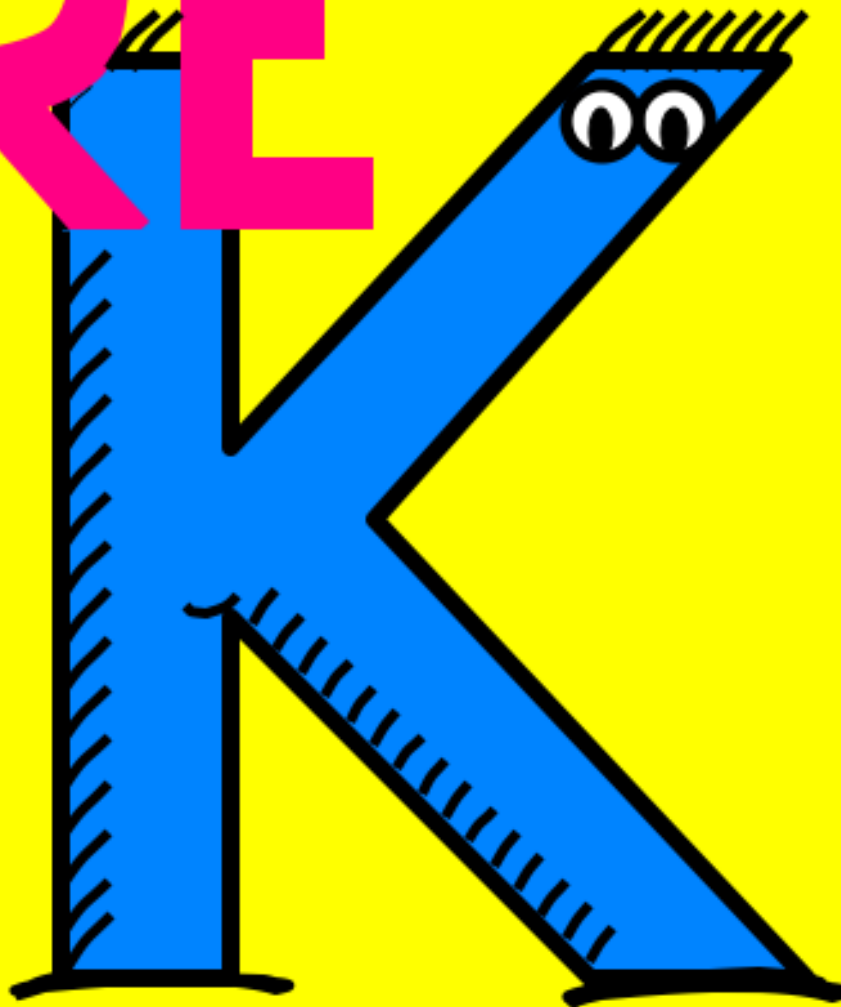


**PRE**



**End-of-Year  
Device  
Collection  
Procedures**

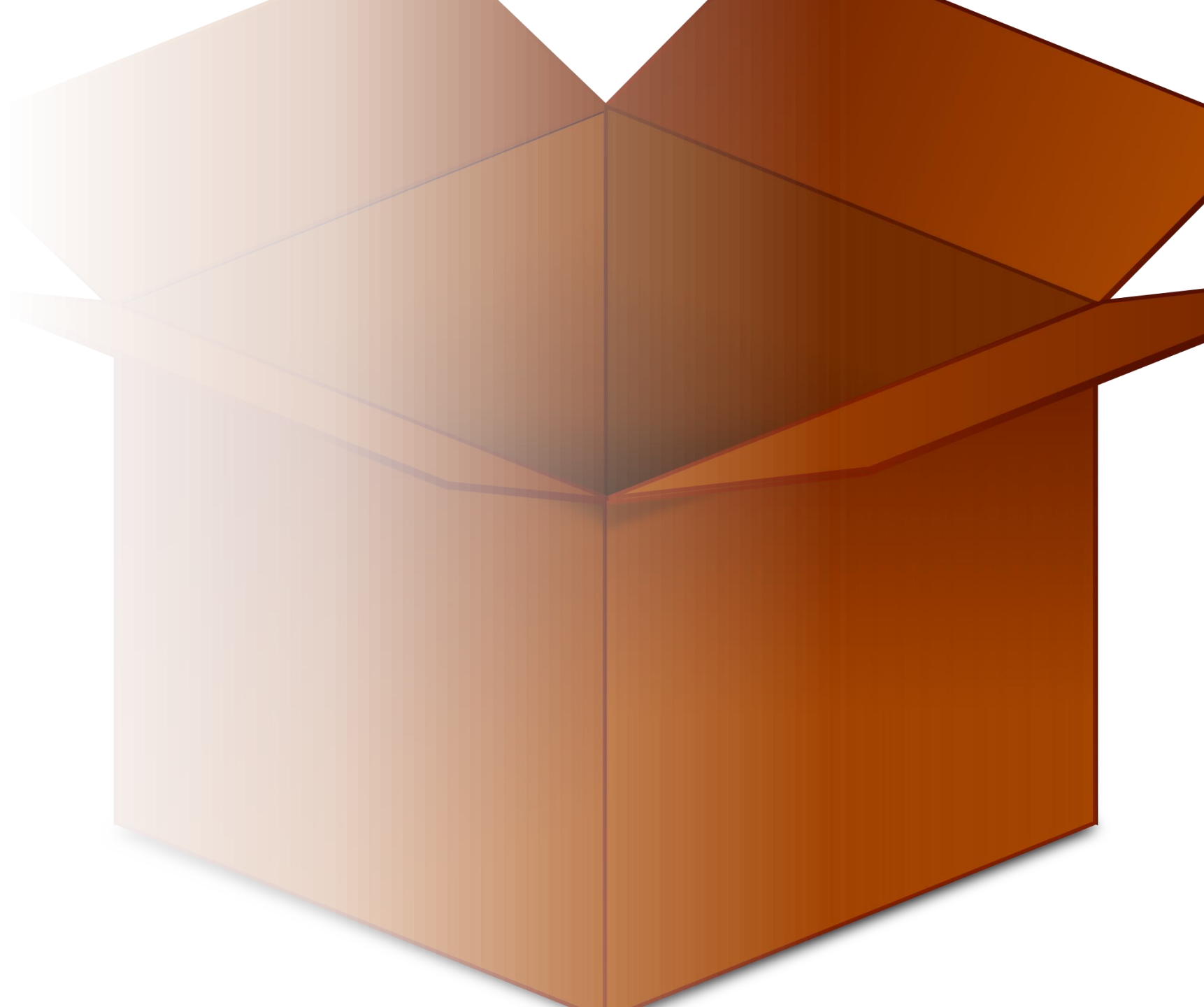


## Preparing Devices for Shipment to VEL

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**Packing Materials will be prepared and provided by VEL.** We will ship the following items via the district's mail couriers to MSCS sites with PreK classrooms:

- Bubble Wrap (wrap around devices)
- PreK Box Labels
- Return to VEL Box Labels
- Packing slips (place on outside of box with ADF)
- 1 roll of tape
- Boxes
- Velgoodies.com






## PreK Device Collection

- **Step 1:** Go to [Velgoodies.com](https://velgoodies.com).
- **Step 2:** Select Device Management Tile.
- **Step 3:** Click Asset Disposition Form Tile. (under quick links on right side of page)



# PreK Device Collection Asset Disposition Form (ADF)

[Device Support](#) [Email](#) [Home](#)



## Device and Accessory Asset Disposition Form

Instructions: This form is to be used when either adding a new asset, transferring an asset to another location, disposing of an asset, or submitting a device for technical repair. Authorization must be obtained from either the school principal, department and/or division head prior to being transferred, disposed of or removed from the school's/division's inventory. After submitting your Asset Disposition Form, please print or save as a PDF for your records. **Please include a copy of this form inside and outside of the box that you are shipping with devices.** If additional support is needed, please email Virtual Education and Logistics at [device\\_support@scsk12.org](mailto:device_support@scsk12.org).

From:

To:

Transfer Type

Date:

Submission ID:

Email:

05/21/2024

1716304882249

### Asset Disposition Information

If no assets will be entered, enter "0".

Device Quantity:  Hotspot Quantity:  Charger Quantity:  Keyboard Quantity:  # of boxes in shipment:

Change All Asset Description to: [SurfaceGo Tablets](#) [ThinkPad 11e](#) [HP Laptop](#) [Lenovo 500w](#) [Reset Descriptions](#)

Number	Asset Description**	SCS Asset Tag Number**	Serial Number**	Manufacturer**	Hotspot	Charger	Keyboard	PSID
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## After accessing the form, complete the top fields (i.e., From, To, Email)

- Select your school's name or Early Childhood Programs from the **From** entry field.
- Select Virtual Education and Logistics Center for the **To** entry field.
- In the **Indicate Type** drop down, select **Transfer** for devices that are not damaged and need to be transferred to Virtual Education and Logistics.
- Select **Damaged** for devices that are physically damaged and need repair.

**3 copies of this form should be printed.** One copy of should be included in each box being shipped. One copy should be given to the mail truck driver. One copy should be kept for your school records.



# Completing an ADF

## Submitting Tablets on Asset Disposition Form

Enter **all tablets** that you are returning to Virtual Education and Logistics in the **Device Inventory Return** section.

- Devices include tablets.
- **Enter up to 8 devices per form submission.**
- Enter the **SCS Asset Tag Number and Serial Number** of each device.
- Enter the Asset Description (Surface Go) and Manufacturer (Microsoft) for each device.
- For quick device entry, click the **Asset Description easyClick** button to automatically enter the device **Asset Description** and **Manufacturer** for each device.
- Enter the **Device Quantity** in the required field.
- Enter **Charger Quantity** in the required field.
- Enter **number of boxes (1)** in the required field.
- Click **Submit** to complete and send form.

### Asset Disposition Information

If no assets will be entered, enter "0".

Device Quantity:  Hotspot Quantity:  Charger Quantity:  Keyboard Quantity:  # of boxes in shipment:

Change All Asset Description to:

Number	Asset Description**	SCS Asset Tag Number**	Serial Number**	Manufacturer**	Hotspot	Charger	Keyboard	PSID
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# PreK Device Packing & Shipment Procedures

- Wrap each device with the case attached and the charger in bubble wrap.
- Each box should contain a maximum of 8 devices/accessories.
- The ADF should be printed and placed in the packing slip.
- The packing slip should be placed on the front of the box.
- The prepared box should be placed in the mail pick-up area for your school.

# QUESTIONS

Email [device\\_support@scsk12.org](mailto:device_support@scsk12.org) or call 901-416-5070.