

# **MLTI Device Asset Management Procedures and Buyout Forms**

**February 17, 2006**

**Note: Please read through this entire packet. All MLTI schools in all SAUs have required actions which need to be completed in a timely fashion.**

**Thank You**

Questions about this process may be directed to:

Jeff Mao  
Coordinator of Educational Technology  
207-624-6634  
[jeff.mao@maine.gov](mailto:jeff.mao@maine.gov)

or

Heather Hamlin  
MLTI Project Assistant  
207-624-6746  
[heather.r.hamlin@maine.gov](mailto:heather.r.hamlin@maine.gov)

# MLTI Device Asset Management Procedures and Buyout Forms

## Asset Management Timeline

- ❖ February-April 1, 2006 - All MLTI schools update and verify inventory in the Asset Manager - **MANDATORY**
- ❖ April 13, 2006 - Asset Manager is frozen

## Buyout Timeline (*only if the DOE deploys new devices*)

- ❖ May 4, 2006 - Round 1 School Buyout Forms due - **MANDATORY**
- ❖ May 18, 2006 - Available device inventories and locations published to MLTI schools
- ❖ June 1, 2006 - Round 2 School Buyout Forms due – *OPTIONAL*
- ❖ June 15, 2006 – DOE invoices SAUs for total devices purchased
- ❖ July 15, 2006 – Deadline for pick up of devices located at other MLTI schools
- ❖ July 30, 2006 - Payment for devices due from all SAUs

*February-April 1, 2006 - Update and verify inventory in the MLTI Asset Manager - MANDATORY*

Each MLTI school in your SAU must perform an inventory of all devices to verify that the MLTI Asset Manager (<http://assets.middlemaine.org/>) is up-to-date and accurate. For all devices, verify that the iBook's serial number, Asset Tag number, and Airport ID match the records in the MLTI Asset Manager. Send corrections to Heather Hamlin, [heather.r.hamlin@maine.gov](mailto:heather.r.hamlin@maine.gov).

### *Devices in "Good Working Order"*

A device that is in good working order is one which does not require any non-warranty repair. In addition, it fits the description of a complete device (MLTI iBook, battery, Apple Airport wireless network card, power adapter, extension cable and/or duckhead, and Brenthaven laptop carrying case). For each of the devices in the school's possession, verify that an accurate record exists in the MLTI Asset Manager of both its working order and its completeness.

### *Broken devices:*

If a school has a device which is not in good working order (i.e., requires non-warranty repairs or replacement parts or the device is missing a battery, airport card or charger), then it should be reported in the Asset Manager as "Out of Commission" in the device's *Status* field.

### *Extra devices*

If a school's physical inventory contains devices not listed in the Asset Manager, those extra devices should be reported to Heather Hamlin by email, [heather.r.hamlin@maine.gov](mailto:heather.r.hamlin@maine.gov). Schools should report the iBook's Asset Tag number and Serial number.

### *Missing devices*

If a school's physical inventory does not contain all devices listed in the Asset Manager, those missing devices should be reported to Heather Hamlin by email, [heather.r.hamlin@maine.gov](mailto:heather.r.hamlin@maine.gov). Schools should report the missing device's Asset Tag number. If the missing device is known to have been lost or stolen, the school should report that device as such using the existing online reporting feature in the Asset Manager for lost or stolen iBooks if it has not done so already.

*April 13, 2006 — Asset Manager is frozen*

On April 13, 2006 the Asset Manager will be frozen. This means that devices will no longer be transferred from one school to another. Changes to device details in fields like *Assignment* or *Status* remain editable. The device counts as of April 13, 2006 will be used to calculate potential buyout costs at each school or potential contract extension costs. Increases in enrollment will be dealt with on a case-by-case basis. If a school requires another device to accommodate a new student after April 13, 2006, the school should contact Heather Hamlin, heather.r.hamlin@maine.gov, 207-624-6746.

*May 4, 2006 — Round 1 Device Buyout Forms due  
(only if the DOE deploys new devices) – MANDATORY*

**If the DOE deploys new devices ALL MLTI schools in each SAU must return the *Round 1 Device Buyout Form* (see next page) by May 4, 2006 to the DOE MLTI Project Office by fax (207-624-6601) or by mail:**

*MLTI Project Office  
Attn: Heather Hamlin  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333*

*Round 1 Device Buyout Form Instructions:*

1. Enter demographic information (School name, School Administrative Unit, Phone, etc.)
2. *Choose one of the following options:*

**A) Not Purchasing Any Devices**

- i. In the MLTI Asset Manager, the school should have changed (by April 12, 2006) the *Status* field for any devices not in good working order to “Out of Commission.” The DOE will assume all devices with any other *Status* label to be in good working condition, and will advertise them as available for purchase to other schools.
- ii. Check the “Not Purchasing Any Devices” option.

**B) Purchasing All Devices**

- i. Check the “Purchasing All Devices” option and enter the total device count as listed in the asset manager and the total cost of these devices.

**C) Purchasing Some Devices**

- i. In the MLTI Asset Manager, the school should change the *Status* field for any devices that will be returned to “In Transit”. Make sure that all “In Transit” devices include the entire device as described above, and it is in good working order. The DOE will assume that all devices **not** labeled “In Transit” in the *Status* field will be purchased by the school.
- ii. Check the “Purchasing Some Devices” option and enter the appropriate device count and the total cost of these devices.

3. Superintendent signs and dates the form.
4. Return form to the DOE MLTI Project Office by May 4, 2006.

**Round 1 Device Buyout Form - Due Date May 4, 2006  
(only if the DOE deploys new devices) - MANDATORY**

*(Please Print)*

Superintendent Name: \_\_\_\_\_  
 School Administrative Unit: \_\_\_\_\_  
 MLTI School Name: \_\_\_\_\_  
 MLTI School Code (5 digits): \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Choose one of the following (check):**

**Not Purchasing Any Devices**

The MLTI Asset Manager is current and accurately reflects our device deployment. All devices not in good working order have been labeled "Out of Commission" in the Asset Manager. The School Administrative Unit (SAU) will not incur any expenses related to the disposal or transfer of the device inventory to another school or to the Department of Education (DOE). The SAU agrees to store the entire inventory in a safe and secure area until the DOE or its designee arranges with the SAU to transfer the inventory to another location.

$$\frac{\text{Total Out of Commission}}{\text{Total Out of Commission}} + \frac{\text{Total in good working order}}{\text{Total in good working order}} = \frac{\text{Total Assets in Asset Manager}}{\text{Total Assets in Asset Manager}}$$

**Purchasing All Devices\***

The MLTI Asset Manager is current and accurately reflects our device deployment. The SAU will retain possession and assume full responsibility for its entire MLTI device inventory as reflected in the MLTI Asset Manager including technical support, software licensing compliance\*\*, disposal, and all related costs and fees. The SAU agrees to pay the Department of Education by July 30, 2006 the total amount below for the costs of these devices.

$$\frac{\text{Total Devices}}{\text{Total Devices}} \times \$48 = \frac{\text{Total cost of these devices}}{\text{Total cost of these devices}}$$

**Purchasing Some Devices\***

The MLTI Asset Manager is current and accurately reflects our device deployment. The SAU will retain possession and assume full responsibility for \_\_\_\_\_ devices as reflected in the MLTI Asset Manager including technical support, software licensing compliance\*\*, disposal, and all related costs and fees. The SAU will return \_\_\_\_\_ devices to the Department of Education or its designee in good working order. The SAU agrees to pay the Department of Education by July 30, 2006 the total amount below for the costs of these devices.

$$\frac{\text{\# Devices purchased}}{\text{\# Devices purchased}} \times \$48 = \frac{\text{Total cost of these devices}}{\text{Total cost of these devices}}$$

_____ Superintendent Signature	_____ Date
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**Please FAX this completed form to Heather Hamlin, 207- 624-6601 or mail it to: MLTI Project Office, Attn: Heather Hamlin, Maine Department of Education, 23 State House Station, Augusta, Maine, 04333-0023.**

*\*Device = MLTI iBook, battery, Apple Airport wireless network card, power adapter, extension cable and/or duckhead, and Brenthaven laptop carrying case*

*\*\*Software licensing compliance: Please see [www.maine.gov/mlti/assets/](http://www.maine.gov/mlti/assets/) to download software licensing information.*

*May 18, 2006 — Available device inventories and locations published to MLTI schools*

Based on the *Round 1 School Buyout Forms* returned to the DOE MLTI Project Team, a list of schools with available working devices will be published in the FirstClass middlemaine.org system. The list will be published in the TC Conferences. Each school has one TC account that is able to view and post to this conference.

The purchase of another school's available devices will be done on a "first-come, first-serve" basis. In order to "claim" a school's available devices, the school should use its TC account and reply to the initial post in the TC Conferences that lists the schools with available devices. This reply should simply state, "ABC Middle School will purchase EFG Middle School's devices". Each post is time stamped and readable by all schools. Therefore, schools will be able to self-manage availability of devices. Please be sure these devices are available by reading previous replies. Schools wishing to purchase another school's available devices must purchase the entire set of available devices.

Please note that if an SAU returns its MLTI school's *Round 1 School Buyout Form* late, it is possible that the DOE will amend the list of schools with available devices after the initial post. Schools interested in purchasing additional devices should monitor this list, as the DOE will not be alerting schools when the list is modified.

Costs related to the transportation and transfer of devices from one school to another are the sole responsibility of the purchasing school. Purchasing schools should work with the sending schools to arrange a mutually agreeable time after the conclusion of the school year to pick up the devices. While it is up to each pair of schools to arrange this transfer of devices, the DOE recommends that purchasing schools make their best efforts to take possession of the devices before July 15, 2006 so that the sending school does not have to store the devices for an extended period of time.

*June 1, 2006 — Round 2 Device Buyout Forms due - OPTIONAL*

*Optional* - Only School Administrative Units that wish to purchase additional devices located at other MLTI schools with available devices must return the *Round 2 Device Buyout Form* (see next page) on or before June 1, 2006 to the DOE MLTI Project Office by fax (207-624-6601) or by mail:

MLTI Project Office  
Attn: Heather Hamlin  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333

*Round 2 Device Buyout Form* Instructions

1. "Claim" the available devices by replying to the initial post that lists all available devices found in the TC Conferences in the FirstClass middlemaine.org system. This reply should simply state, "ABC Middle School will purchase EFG Middle School's devices." Make sure these devices are available by reading previous replies.
2. Enter demographic information (School name, School Administrative Unit, Phone, etc.)
3. Enter school name(s) where the devices are currently deployed and number of devices
4. Total the device count and enter total cost of these devices
5. Superintendent signs and dates form
6. Return form to the DOE MLTI Project Office by June 1, 2006

## Round 2 Device Buyout Form — Due Date June 1, 2006

(Please Print)

Superintendent Name: \_\_\_\_\_

School Administrative Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

**Required** — Please attach your Confirmation Form(s) from DOE MLTI Project office. The Confirmation Form will be sent to the Superintendent of Schools via email.

**School**

**# Devices**

_____	_____
_____	_____
_____	_____
_____	_____

Total # of Devices \_\_\_\_\_

x \$48.00

Total cost of these devices \_\_\_\_\_

The School Administrative Unit (SAU) agrees to pay the Department of Education by July 30, 2006 for the above total cost of these devices. The SAU assumes full responsibility for these devices including technical support, software licensing compliance\*\*, disposal, and all costs and fees. The SAU will cover all costs related to the pickup and transfer of these devices, and it will make all best efforts to complete the transfer by July 15, 2006 unless other arrangements are made with the sending SAU.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**Please FAX this completed form to Heather Hamlin, 207- 624-6601 or mail it to: MLTI Project Office, Attn: Heather Hamlin, Maine Department of Education, 23 State House Station, Augusta, Maine, 04333-0023.**

\*Device = MLTI iBook, battery, Apple Airport wireless network card, power adapter, extension cable and/or duckhead, and Brenthaven laptop carrying case

\*\*Software licensing compliance: Please see [www.maine.gov/mlti/assets/](http://www.maine.gov/mlti/assets/) to download software licensing information.

*June 15, 2006 – Department Invoices SAUs for total devices purchased*  
*July 30, 2006 – Payments due*

The Department of Education will invoice each School Administrative Unit (SAU) on June 15, 2006 for the total number of devices purchased by the SAU.

Payment will be due by July 30, 2006.

Checks will need to be made out to:

**TREASURER, STATE OF MAINE**

Mail checks to:

MLTI Project Office  
Attn: Heather Hamlin  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333-0023

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