



Device Inspection and Fees Procedures

- The device is inspected using the [Device Inspection Form](#) (DIF) for initial assignment of the device to a student and when a student returns a device. The DIF is retained by the Media Specialist after the student receives the device. The DIF is stored inside the device when inspected upon return.
- A K12 ticket is made for devices requiring repairs/services. Device is labeled with the ticket number and serial number of the device.
- Devices are picked up by a tech.
- Tech assesses damages and records any fees due on the [Fee Tracker Slip](#) and initializes the appropriate line on the back of the Fee Tracker Slip.
- Tech returns the device to the library with the Fee Tracker slip if there are fees.
- The Media Specialist enters the fee on the student's Alexandria account and initializes the appropriate line on the back of the Fee Tracker Slip.
- The Media Specialist delivers the Fee Tracker Slip to the school secretary.
- The secretary enters the amount due into the student's official school account and initializes the appropriate line on the back of the Fee Tracker Slip.
- The Fee Tracker Slip is retained in the office until the fee is paid in full.
- When the fees are paid in full, the secretary receives the money and removes the amount from the student's official school account.
- Secretary marks the Fee Tracker Slip as PAID, records the amount received, and initializes the appropriate line on the back of the Fee Tracker Slip.
- Secretary delivers the Fee Tracker Slip to the Media Specialist.
- Media Specialist removes the fee from the student's Alexandria account and initials the appropriate line on the back of the Fee Tracker Slip.
- The Media Specialist returns the Fee Tracker Slip to the student as proof of payment and removal of the fees from their account.