

Uintah School District
Administrative Procedures
For Handling Assets
And Other General Property

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I. WHO IS RESPONSIBLE?

Management personnel i.e. building administrators and department managers are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory, control, disposal and maintenance of all equipment in their immediate area of responsibility.

Responsibility lies with every individual utilizing district assets/equipment for the performance of their duties.

All personnel are responsible to adhere to the following procedures in the procurement, movement and disposition of all district equipment.

II. FIXED ASSETS

A. Definition. A fixed asset is defined as real property costing \$2,000 or more and lasting for 5 years or more. There will be an exception to this definition to include computer suites, CPUs, and laptops, in addition to other computer equipment costing \$1,000 or more.

B. Acquisition of Fixed Assets

1) All fixed assets will be purchased using the purchase order system. Object codes relative to fixed assets are 7XX. Material will be shipped to and received at the appropriate location identified on the purchase order. A purchasing card cannot be used to purchase a fixed asset.

2) Exception to the above procedures are those fixed assets received by donation (gifts) from organizations or private individuals. These assets will be reported in writing by the building administrators, department managers and the Superintendent's office as appropriate for recognition. Upon receipt of this correspondence the individual will provide a copy to the property control clerk for identification, tagging, and inclusion on the appropriate inventory. If necessary a fixed asset tag will be delivered to a location and affixed to the property.

C. Receiving Fixed Assets

1) The green copy of all purchase orders utilizing object code 7XX will be forwarded to the appropriate location for receiving and issue action. When a fixed asset arrives at the location the following steps will be accomplished:

- a. Packing Slip will be matched to green copy of appropriate PO.
- b. Asset(s) will be opened and verified against PO for quantity, correctness, and damage.
- c. Each item received that is not a component to another item, will be tagged with a bar code. Only one item per bar code number. Corresponding bar code number will be affixed next to the line item on the green copy of the PO with serial number and the room number written in. If the item is a component of an existing asset write in the existing asset number instead of affixing a new tag. This will allow a "trailer" to be added to the original asset. See below for placement of barcodes. Barcodes will be distributed by the Business Dept at the District office.

Use the following basic rules for placement of bar codes on assets:

1. Computer CPUS, printers, scanner, basic equipment: front.
2. Tables, furniture type items: outside one leg.
3. Wood/Metal shop equipment: as close to the serial number as possible.
4. Vehicles, some athletic equipment (i.e. wrestling mats, football sleds etc.), playground equipment and other such assets as identified will be maintained in a notebook format. Contact property control clerk for guidance.

d. Green copy of PO will be signed and dated. This copy now becomes the proof of delivery (POD) for posting to inventory records and payment. The green copy will then be forwarded to the business department.

2) Upon receipt of the green copy of the PO at the business department it will go to the receiving clerk who will enter receiving data on each asset. Once data entry has been accomplished the green copy will be initialed and sent to Accounts Payable for payment processing.

3) When property is donated to a location it will be reported by the building administrator or department manager as appropriate in writing. The correspondence will include item description, make, model, serial number and estimated cost. A copy of the correspondence will be provided to the property control clerk for assignment of a fixed asset number as required and posting to each locations inventory records.

D. Adjustments of Fixed Assets. Adjustments of all fixed assets will be supported with receipts and signatures providing an audit trail. There will be no deletions, additions or transfers without written proof/explanation provided.

1) Deletions. This adjustment would be used if an asset was stolen, destroyed by nature etc.

2) Additions. If you have purchased or had an item donated please follow the procedures outlined in Acquiring Fixed Assets. In addition this could be used to attach a "trailer" onto an existing asset.

3) Transfers of Assets.

a. Transfer between locations. All fixed asset transfers will be coordinated with the property control clerk. A transfer document will be provided authorizing the transfer of fixed assets between locations. The paperwork will contain information of each fixed asset being transferred including asset number, brief description, losing location and gaining location and comments regarding the condition of the equipment. Upon completion of the transfer an original copy will be turned into the property control clerk with original signatures for adjustment to property records,

duplicate copy to losing location and triplicate copy to gaining location. If gaining location is surplus the copy should be taped to the equipment.

b. Disposal of Property.

1. **Computers** – Call the Techonology Department for pickup, ext. 2800

2. **Other Assets**, such as desks, chairs, books, etc. –

aa. Each school has a designated surplus contact person. Each school will e-mail the name of this person to the maintenance department.

bb. A photo and description of a surplus item will be e-mailed to the maintenance department, including the model number description and condition of the item.

cc. The value of the item is determined by the maintenance department

dd. Remove asset tags. E-mail asset information to Glenna Scott at the District office.

ee. The picture of the item and its description will be e-mailed to all the schools within the District. The school receiving the item will pick up the item.

ff. An item not transferred to a school will then be entered online at Public Surplus.com

gg. When the item is sold, it is paid for at the maintenance office. A receipt will be given along with notification to pick up the item at the school.

hh.. The Maintenance Department will e-mail the school surplus contact person

the

winning bidder information.

3. **Textbooks** – See surplus textbook procedures manual or Contact Sammi Bowden, ext. 1023.

Any property that is disposed of without following proper procedures will be in direct violation of District Policy.

III. GENERAL PROPERTY

A. Definition. General property is that equipment/property that does not meet the definition of a fixed asset, and is not considered an expendable supply.

B. Acquisition of general property (equipment costing less than \$2,000) will be accomplished using the purchase order or purchasing card procedures. Appropriate object code of 7XX will be used on all purchase orders. These purchase orders will be shipped and received at the appropriate building/location.

C. Receiving of general property assets will be accomplished by individual building personnel. Once assets are received, checked and the green copy of the PO signed by appropriate personnel it will be forwarded to the accounts payable department for appropriate action.

D. All general property will be labeled with the appropriate "Property of USD" tags. The same procedures will be used as in barcode placement.

IV. INVENTORY PROCEDURES

A. Inventories will be conducted annually at each school, at some time during the year, on all fixed assets by appropriate personnel. Results of these inventories will be reconciled, coordinated and reported as required by the property control clerk to the Business Manager. Each location will receive two copies of their master inventory one by asset number and one by room. An annual schedule will be adopted and distributed at the beginning of each school year.

B. Additional inventory reports may be requested at any time during the year for building administrators to conduct their own inventories. Any questions or assistance required should be directed to the property control clerk. No fixed assets records will be changed, added or retired without supporting documentation.

V. CAPITALIZATION OF ASSETS

A. All items with a historical value/purchase price of \$5,000 or more will be capitalized to meet the requirements of the new GASB 34 reporting model. Uintah School District is required to implement the new reporting model for FY 2002-2003.

VI. POINTS OF CONTACT

A. Property Control Clerk: Glenna Scott Telephone 781-3100 ext. 1025.
Email address: Glenna.Scott@Uintah.Net