

**FIXED ASSET AND INVENTORY TRACKING****I. INTRODUCTION**

Asset inventory and tracking systems are an essential part of maintaining control of an organization's assets. It documents ownership and helps provide accountability for the public funds that have been entrusted to the district. Alpine School District asset systems are being used to track sensitive equipment, help provide proof of loss from vandalism or casualty losses, provide a mechanism to calculate depreciation, track assets for maintenance purposes and help in the capital outlay plan process.

The District's fixed assets are those equipment, machinery and fixtures that are used in the educational processes that have under normal conditions of use an anticipated useful life of more than two years. It also retains its original shape and appearance with use. It does not lose its identity even through it has been incorporated into a different or more complex unit or substance. Fixed assets are not expendable supplies.

The District has three asset inventory tracking systems. Computer equipment is tracked by the Technology department. All other assets are tracked by the District's AS400 Inventory system. Computer equipment belonging to ATE, Comp. Guidance, Special Ed. and sensitive PC equipment will also be tracked by the AS400 Inventory system. This equipment is duplicated in both systems because of unique requirements. All **media equipment controlled by the library** may be recorded on the Alexandra system. It does not have to be duplicated on the AS400 tracking system. This is optional.

The following assets must be inventoried and recorded in the following inventory systems:

Technology Inventory System:

- A. All PCs
- B. All MACs
- C. All Printers over \$1,000.
- D. Network Equipment over \$1,000.
- E. Computer/Network tools over \$1,000.

AS400 Inventory System

- A. All assets over \$1,000..
- B. All furniture assets are not to be recorded and tracked by the AS400 inventory system.
- C. Media equipment controlled by the school library is optional. This equipment can be inventoried by the Alexandra System.
- D. Computer equipment that does not belong to ATE, Comp. Guidance and Special Education does not have to be recorded in the AS400 inventory system. The Technology Department will track all computer equipment.
- E. All sensitive equipment regardless of price.
- F. All software over \$1,000.
- G. All other equipment is optional (To meet school's requirements)

Alexandra System (library program)

A. All media equipment controlled by the library.

We will not track furniture items on the AS400 inventory system. Also all media equipment controlled by the media department may be recorded and inventoried using the media department's Alexandra program. It will not be tracked by the AS400 inventory system unless the school requires it to be recorded on both systems.

All assets must be inventoried by location and room. Assets that have been specifically assigned to an employee must be identified by location, room and name. An employee can only move assets that have been specifically assigned to them. All other assets must remain in the room assigned unless authorized by school administration. The employee will be subject to disciplinary action failing to adhere to this practice.

Personal assets used on the job by employees must be labeled with their name. They will be responsible for their own equipment. The District will not repair or replace them under any circumstances.

Access to Technology's asset tracking system is limited to the Technology department's Asset Coordinator and the Location Technicians. All Location Asset Coordinators have access to the AS400 inventory system to allow them to control (input, update, etc.) their assets. All ATE and Special Ed. Coordinators are responsible to ensure their asset inventory is recorded on the AS400 inventory system. At the end of each inventory, they must run a summary report and send it to their respective directors. Access to the AS400 inventory system can also be granted to other groups (Media Specialist, Band Directors, etc.) within a school. The granting of this access will be controlled by the school or district department.

## **II. INVENTORY PRACTICES AND PROCEDURES**

1. All computer equipment (PCs, MACs, Network Eq., Printers, Monitors, and all internal computer parts - memory, drives, etc.) must be processed through purchasing. The Technology department will provide purchasing with an approved computer equipment list. Any exception must be approved by Technology. The above equipment must be inventoried by the Technology Asset Coordinator if it is delivered to the warehouse. The above computer equipment or internal computer parts cannot be purchased through the school's accounting system or purchase cards.
2. The District Asset Coordinator will inventory all assets over \$5,000. The Location Asset Coordinator should not inventory assets over \$5,000.
3. Computer equipment cannot be cannibalized without the approval of the Technology department.

4. All software supported by Technology must be ordered through the District's Work Order system. Technology will keep records of these licenses. See the attachment for a list of supported software. The user is responsible to maintaining the documentation and license information for all other software purchases not supported by Technology,
5. The Technology Asset Coordinator is responsible to tag and inventory all computer equipment delivered to the warehouse. The On-site Technician is responsible to inventory all computer equipment delivered to the schools. They will record all computer equipment in Technology's inventory system. Since computer equipment stored in the warehouse is not under lock and key it will be necessary to take an inventory once a month. The Location Asset Coordinator is responsible for tagging and inventorying all other equipment in the AS400 inventory system.
6. Specialty labels (ATE, Sp. Ed.) will be the responsibility of the different Location ATE and Special Ed. Coordinators to place on the asset. All specialty labels should be very visible.
7. All Location Asset Coordinators will need to work with the On-site Technician to ensure all computer equipment is inventoried in the proper inventory systems.
8. All assets must be assigned by location and room. If the asset has been personally assigned to an employee, the employee's name must also be recorded and identified with the asset ID number. The asset must be identified as sensitive equipment. The employee can only change location and room assignments for assets that have been personally assigned to them. All other assets must remain in the location and room. The employee will be subject to disciplinary action failing to adhere to this practice.
9. All sensitive equipment regardless of cost must be inventoried and entered into the AS400 system. If it is computer equipment it must also be tracked by Technology's inventory system. It is the user's responsibility to ensure all sensitive equipment is kept in a safe and secure area. When not in use the equipment should be stored in a locked cabinet. See attached for a list of sensitive equipment.
10. All equipment must be inventoried at teacher check-in and check-out time each year. The teachers and staff should be required to conduct the inventory and certify its accuracy. For district departments this should be done once at the beginning of the school year. During the year the Location Asset Coordinator will spot audit school assets. The rotating inventory audits should cover 30% of the equipment. A file must be maintained indicating the spot audits conducted and the actions taken.

Periodically, the District Asset Coordinator will spot audit school assets. Their findings will be reported back to school administration and the Business Services Administrator.

The On-site Technician must conduct a wall-to-wall inventory for all computer equipment annually. The On-site Technician must also print a listing of computer equipment for the Location Asset Coordinator for the inventory which will be conducted at teacher check-in and check-out time.

All ATE and Special Education equipment must be inventoried annually at a minimum. This is the responsibility of each location's ATE and Sp. Ed. Coordinator. This inventory is under the direction of the Applied Technology and Special Education directors. This inventory is recorded and tracked on the AS400 inventory system.

11. All missing or stolen assets must be listed in a special room (\*lost). At the end of the school year an unlocated asset report must be printed, reviewed and signed by school administration or District Department managers or the Coordinator of Technology/Infrastructure. At the end of each year, the lost or stolen equipment should be retired with the written approval of administration. Lost, stolen or warranty replacements are the only assets the Location Asset Coordinator can retire from the AS400 asset inventory systems. This approval must be on file in the Location Asset Coordinator's office. A copy of the police report for all stolen equipment must be attached to the Fixed Asset Retirement Request.

The above rules also applies to computer equipment tracked by the technology department. The Technology Asset Coordinator is the only one that is authorized to retire computer equipment. It is their responsibility to ensure all retirements are approved by the Coordinator of Technology/Infrastructure.

12. Surplus assets are those assets that the school or departments no longer need and wish to have them removed. When an asset has been declared surplus, it should be moved to a special room (\*whs). The system will then generate a report for the warehouse to pick up the equipment. The user will be able to add other assets not on the inventory to the surplus inventory report. At the time the equipment is picked up by the warehouse personnel, they would go into the system and change the location of the asset on the inventory to a special warehouse location designated as surplus equipment under their control. If the warehouse sends the surplus equipment to another school, then the warehouse will update the equipment location.

The On-site technician will handle all surplus computer equipment that is not identified as ATE or Special Education. They will pick up the equipment and identify it as surplus and change the location. Its sale or destruction will be handled by the warehouse.

Before ATE equipment is listed as surplus, the equipment must be made available to other ATE programs within the district. If no other ATE program needs the equipment it can be listed as surplus and sold to other programs in the district. The equipment should be picked up by the warehouse and made available. All surplus ATE equipment that is sold or destroyed must have the approval of the Applied Technology Director and Purchasing Director. Identical rules apply to Special Education equipment.

13. If the warehouse disposes the asset, they should retire the asset giving the reason for its disposal (sale, scrapped, etc.). Prior to disposal, a report should be printed which the purchasing manager would approve. The warehouse should run a report annually summarizing all disposal equipment activity. Disposal history should be maintained for future analysis.
14. At the end of each year a report summarizing the AS400 inventory and unlocated assets

should also be printed for administration's review. The principals or district department manager must sign these reports certifying the inventory has been reviewed and is accurate. The reports must be kept on file by the Location Asset Coordinator.

The Technology Asset Coordinator at the end of the year must also print a report identifying all computer equipment which is unlocated. This report must be reviewed by the Coordinator of Technology/Infrastructure.

15. Periodically, the Technology Department Asset Coordinator must query their data base by purchase order to ensure all computer equipment has been inventoried.

The Location Asset Coordinators must also query the AS400 Inventory tracking systems by purchase order to ensure all asset equipment has been inventoried. The Location Asset Coordinators should also review purchase card statements, school equipment purchase orders and District Capital Outlay reports to ensure assets are recorded in the AS400 inventory systems.

It is recommended the Technology Department and Location Asset Coordinators keep a copy of all purchase orders for assets that will be inventoried.

16. Before an employee terminates or retires, the Location Asset Coordinator should review the school's inventory equipment list to ensure all equipment is returned. This includes equipment purchased by legislative and foundation funds.
17. Employees can not take their school equipment when they transfer to other departments or schools without approval by the administrator responsible for the property except for assets that have been personally assigned to them (Ex. Laptops).
18. Equipment belonging to Alpine School District should not be loaned, borrowed, taken home (even to do your work), or otherwise taken off school or District property. Any exception to this rule needs Cabinet approval. The only known exceptions to this rule are with regards to laptop computers and cellular telephones. Any district equipment that is loaned or borrowed, even with cabinet approval, must be tracked by the Location Asset Coordinator. Logs must be kept for all equipment taken off premise. The employee is responsible for all damage to equipment which is taken off the Alpine School District premise.
19. All equipment bought with special program monies must conform to the program criteria. Listed below is specific information on some of the special programs:
  - A. Special Education (7365 program):
    1. Once equipment is purchased with Special Education money, it always belongs to Special Education. The regular student population may use Special Education equipment if it is used in conjunction with Special Education.
    2. Special labels must be placed on all Special Education equipment by the Location Special Ed. Coordinator identifying them as such.
    3. Any questions should be referred to the Special Education Department.

4. After each annual inventory, the AS400 inventory system must be updated and a summary report (ref. FA.531) be sent to the Special Education Director. This report will display the beginning inventory, additions, deletions and ending inventory.
- B. Applied Technology (6XXX Programs):
1. Applied Technology equipment is not to be used for purposes other than Applied Technology.
  2. If an Applied Technology program is canceled, the vocational director needs to be contacted and the equipment will be distributed with no guarantee that it will stay in the school.
  3. Equipment cannot be taken from school property without the Applied Technology Director's approval. Some exceptions may require cabinet approval.
  4. If \$1 or more of school funds are used to help purchase ATE equipment, it is considered ATE equipment.
  5. The ATE department, location number, purchase order or purchase card number and date, funding source, ATE or Comp. Guidance flag and user name for sensitive equipment must be entered into each asset record.
  6. All ATE equipment that is declared surplus or retirement candidates must have the Applied Technology Education Director's approval.
  7. Purchasing must make the final disposal or retirement of equipment (sale, scrapped, etc.)
  8. Special labels must be placed on all Applied Technology Education equipment by the Location ATE Coordinator identifying them as ATE or Comp. Guidance equipment.
  9. Any questions should be referred to the Applied Education Technology Director.
  10. After each annual inventory, the AS400 inventory system must be updated and a summary report (ref. FA.531) be sent to the Applied Education Technology Director. This report will display the beginning inventory, additions, deletions and ending inventory.
20. All orders for asset tags must be processed through the District Asset Coordinator.
21. The District's insurance carrier, Utah Risk Management, is recommending that each school and department create a video inventory of all items (equipment, textbooks, fixtures, etc. on a yearly basis. (See attached 2010 memo for specific requirements.)

### III. RESPONSIBILITIES

- A. District Asset Coordinator
  - 1. Train the Location Asset Coordinators.
  - 2. Conduct internal audits of schools or district department asset records
  - 3. Conduct rotating spot audits. Result of audits must be kept on file
  - 4. Notify school when they will be audited by the District's external auditors
  - 5. Assign tag sequence numbers to those responsible for tagging equipment
  - 6. Process all new orders of asset tags for the district
  - 7. Inventory all assets over \$5,000.
- B. Location Asset Coordinator
  - 1. Input new asset information into the AS400 system
  - 2. Train users within the school to use the AS400 system
  - 3. Conduct rotating spot audits. Result of audits must be kept on file
  - 4. Review Purchase Card Statements for asset purchases
  - 5. Review school equipment purchase orders
  - 6. Coordinate the sensitive equipment inventory at teacher check-in and check-out time
  - 7. Coordinate the inventory taken at teacher check-in and check-out time. Technology department's Computer list will need to be attached to the AS400 inventory listing at inventory time.
  - 8. Print reports for school administration or Department manager review and approval. Some of the reports are: Unlocated Assets, Surplus Assets List, Inventory Summary reports.
  - 9. Coordinate all wall-to-wall inventories
  - 10. Maintain file with all documents and action taken
  - 11. Review sensitive equipment list when an employee terminates or retires.
  - 12. Work with the On-site Technician to ensure all ATE, Sp. Ed. and sensitive computer equipment is recorded on the AS400 inventory system.
  - 13. Tag all assets delivered directly to the school or department. All tags must be ordered through the District Asset Coordinator.
  - 14. Inventory and tag all equipment received at the school
  - 15. Order tag IDs from the District Asset Coordinator
  - 16. Provide the District Asset Coordinator with the information necessary to inventory equipment purchases over \$5,000
- C. Warehouse/Purchasing
  - 1. Pickup all surplus equipment from schools
  - 2. Make final distribution of surplus equipment
  - 3. Change equipment location if given to other school sites
  - 4. Retire assets that are sold, scrapped, etc.
  - 5. Send the order confirmation receipt to the financial secretary of the school.

- D. Financial Secretary
1. Provide the Location Asset Coordinator with Purchase Card statement where assets have been purchased.
  2. Provide the Location Asset Coordinator with asset information that has been processed through the school accounting system.
  3. Review purchases to help ensure all computer equipment (PCs, MACs, and printers over \$1000) are processed through purchasing.
  4. Forward the confirmation receipt for computer equipment to the On-site Technician so that the equipment can be inventoried in their system.
- E. ATE/Sp. Ed. Coordinator and other groups
1. Input new asset information into the AS400 system
  2. Update asset information on the AS400 system
  3. Conduct annual inventories
  4. Tag equipment as ATE and Special Ed. Equipment.
- F. Principal/Department Manager
1. Review the asset procedures used
  2. Certify the asset inventory is accurate
  3. Ensure the Location Asset Coordinator job is assigned and the individual is trained
  4. Assign asset responsibility to an assistant administrator and classified staff member.
- G. Technology Asset Coordinator
1. Train On-site Technician regarding inventory system
  2. Conduct rotating spot audits. Result of audits must be kept on file
  3. Review the monthly Budget Report for capital outlay accounts
  4. Print reports for Information Services directory review and approval. Some of the reports are: Unlocated Assets, Surplus Assets List, Inventory Summary reports.
  5. Retire lost or stolen equipment that have been approved.
  6. Coordinate all wall-to-wall inventories
  7. Maintain file with all documents and action taken
  8. Inventory and tag all equipment received at the warehouse
  9. Order tag IDs from the District Asset Coordinator
  10. Deliver to the warehouse all equipment determined to be surplus or to be retired
- H. Technology's On-site Technician
1. Help inventory and update Technology's computer equipment inventory
  2. Coordinate efforts with the school's Location Asset Coordinator
  3. Update Technology's inventory system for surplus computer equipment
  4. Deliver all surplus computer equipment to the Technology Asset Coordinator for final disposition
  5. Inventory all computer equipment that is delivered to the school



6. Pickup excess equipment at the schools and return it to stock (change its location)
7. Print Technology department's list of computer equipment for the inventory conducted at teacher check-in and check-out time.

I. User

1. Help in the wall-to-wall inventory
2. Inventory all sensitive equipment at teacher check-in and check-out time. For staff employees this must be done at the beginning of the school year.
3. Ensure all sensitive equipment is safe and secure. When not in use it should be kept in a locked cabinet.
4. Return all equipment when employees terminate or retire.
5. Follow the district rules for borrowed or loaned equipment

## **Sensitive Equipment List**

### **Assets**

Cameras

Video Projectors

Laptops

Cell Phones

Musical Instruments (Items over \$1,000 that are checked out to students)

Palm Pilots

Computers, tablets such as Ipads, etc.

Reading devices such as Kindles, Nooks, etc.

Ipods

Keys

Purchase Cards

Any equipment that has been personally assigned to an employee

Software (software that does not have Technology's district wide support - see attached list)

## **District Technology's Support Software List**

1. Windows Office Product suite
2. AS400 emulation program
3. WordPerfect Word Processor program
4. Novell Network Programs
5. Windows Operation Systems
6. Virus Program

# ALPINE SCHOOL DISTRICT

GREG HOLBROOK – DIRECTOR OF ACCOUNTING – BUSINESS

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## MEMORANDUM

TO: Principals and Department Heads  
FROM: Greg Holbrook, Director of Accounting  
RE: Fixed Asset Video & List of electronic equipment  
DATE: June 18, 2010

The District's insurance carrier, Utah Risk Management, is recommending that each school and department create a video inventory of all items (equipment, textbooks, fixtures, etc.) at your location on a yearly basis. The recommendation and request came after recent fires at Utah schools. A video inventory helps to ensure the equipment, books, and fixtures are identified and valued properly for replacement.

Include the following in your video inventory: classrooms, offices, gyms, music rooms, CTE rooms, computer labs, etc. Please pay special attention to capture on video those items that would be damaged in a fire like textbooks, media, instruments, etc. Updating this video inventory each year is recommended each summer/fall. After creating the video, please make two copies, one to be kept at the school in the safe and the second copy for the district office. If you do not have a video recorder, you may check one out from the District Media Center.

In addition to the video, Utah Risk Management requires the make and model of electronic equipment (computers, printers, etc.) if any claim is made. Many schools have an inventory with this information. Please provide a copy of this inventory by make and model. Please do not include equipment that is inventoried on the Alexandria software (technology keeps this inventory).

**Please send the copy of the video to the District no later than July 26<sup>th</sup> of each year to the attention of Kathy Halcrow at the District Office. The list of electronic equipment is due no later than August 13<sup>th</sup>.**

If you have any questions please feel free to call either Kathy Halcrow (801) 610-8498 or Charlie Lamb (801) 610-8430.

KH

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