

MCCRACKEN COUNTY SCHOOL DISTRICT FIXED ASSET PROPERTY PROCEDURES

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I. What are Fixed Assets?

A. Definition:

1. A fixed asset is defined as real property costing \$1,000.00 or more; including, but not limited to; maintenance, transportation, food service assets. This property is governed by audit requirements associated with control, accounting, and disposal of fixed assets. **All** computer workstations regardless of purchase amount will be tagged and tracked as fixed assets. Fixed assets that are donated to the district (ie; booster club donations), as well as fixed assets purchased by Activity Funds **must be reported** to Property Record Technician using appropriate paperwork (Attachment II).

B. Acquisition of Fixed Assets:

1. All fixed assets will be purchased using the MUNIS purchase order system. Object codes relative to fixed assets are **6200 Series**. When Purchasing Director receives purchase requisitions identified as Fixed Assets, item will be flagged and copy of Purchase Order will be forwarded to Property Record Technician. The PO will be used for identification purposes when order is received. A blank *Asset Distribution Form* (Attachment II) will be attached to PO upon receipt from Central Office and will be filed in outstanding purchase order file pending arrival of merchandise. Material will be shipped to and received at the Central Warehouse at 260 Bleich Road.

2. Exception to the above procedures will be those fixed assets received by donation (gifts) from organizations (ie., activity funds) or private individuals. **The school principal or department manager will immediately report these assets on appropriate form (Attachment III) to the Property Record Technician.** This paper work will include item description, make, model number, serial number, estimated cost, and date of acquisition. Upon receipt of paperwork, the property will be identified, assigned a bar code tag number and included on the appropriate inventory. A bar code tag will be delivered to the location and affixed to the property. **It will be imperative for management personnel to notify Property Record Technician when these items are received via appropriate paperwork to assure continued accuracy of fixed asset inventory.**

C. Receiving Fixed Assets:

1. When appropriate, fixed assets will be delivered to the Central Warehouse. Designated times will be posted for delivery of assets. When a fixed asset arrives at the Central Warehouse, the following steps will be completed:

- A. Property Record Technician will open and verify for quantity and condition.
- B. Packing slip will be annotated with status of order and forwarded to Accounts Payable for processing.
- C. Each asset received will be tagged with a bar code tag. Only one item per bar code tag. See **Attachment I** for placement of bar code tag on equipment.
- D. The *Fixed Asset Worksheet* (Attachment II) will be completed at this time. **Information will be acquired from Technology Coordinator regarding room number for computers.** Paperwork will be held until copy of invoice is received from Accounts Payable. At that time, information is complete and may be recorded in Fixed Assets Module of Munis.
- E. Delivery Worksheet (Attachment II) will be forwarded to Warehouse Delivery personnel with pertinent information recorded for delivery to appropriate location. Signature will be obtained verifying delivery, worksheet will be returned to Property Record Technician to be filed.

D. Fixed Asset Transactions:

1. Property Record Technician will not delete, add or adjust fixed asset inventory without written instruction/explanation from appropriate Management Personnel from that location. Oral instructions or those not on appropriate forms will not be accepted.

A. Transfer of all fixed assets will be coordinated with Property Record Technician. A Fixed Asset Distribution Form (Attachment II) will be provided authorizing the transfer of fixed assets from one location to another. Examples of these transfers are:

(1) Transfer of computers from one room to another.

(2) Transfer of equipment from one site to another.

(3) Transfer of equipment from school site/department to warehouse for disposal/sale.

E. Fixed Asset Disposal:

1. **ALL fixed assets will be returned and/or picked up by district warehouse personnel for proper disposal.** Personnel at individual locations **will not** dispose of fixed assets. Fixed assets will be disposed of through the warehouse in one of the following manners:

- A. Conduction of a Public Sale
- B. Donation to another appropriate agency
- C. Return to Grant Agency

2. When determination is made by proper personnel to discard a Fixed Asset, the Asset Distribution Form is completed with all information; tag is removed from asset and attached to form. Responsible party notifies Property Record Technician who in turn notifies delivery to pick up. Both parties sign asset Distribution Forms, copies are distributed and fixed asset is taken to appropriate holding site until auction is held.

3. Property Record Technician will record retirement of Fixed Asset in the Fixed Asset module when paperwork is received indicating the asset has been delivered to the holding site. This location will contain all assets being held for sale/disposal and will provide visibility of all assets available. At such time as determined by the District Finance Department, with approval of the Board of Education, a public sale of assets will be conducted. Upon completion of the sale, a signed inventory list will be provided to District Finance for final retirement of property records in the General Ledger.

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

II. Who is responsible?

1. **Management personnel, i.e; Directors, school principals, and technology coordinators are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position.** Accountability includes inventory control and maintenance of all equipment in their immediate area of responsibility. Responsibility lies with every individual utilizing district assets/equipment for the performance of his/her duties. **All personnel are responsible to adhere to these procedures in the procurement, movement, and disposition of all district equipment.**

III.Inventory Procedures

1. Property Record Technician will perform random inventory procedures periodically at each location. **This will be done on a 12-month basis. In the event there are discrepancies in the inventory, it is the responsibility of the Director, principal, and/or technology coordinator to reconcile these differences. No adjustments will be made to fixed asset records without supporting documentation**
2. Property Record Technician will accomplish inventories annually on all fixed assets using Unitech Pocket PC. Results of these inventories will be reconciled, coordinated and reported as required by the District Finance Office to the Superintendent and School Board.

IV. Points of Contact

1. Property Records Technician – Linda Hays
2. Asset Manager – Renee Koehler

An outside auditing firm will conduct an annual audit to insure accuracy and accountability of the District Fixed Asset inventory tracking system.