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FIXED ASSETS INVENTORY MANUAL



Logistical Services
Property Control

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1.0 INTRODUCTION

In order to comply with local and federal policies, and the requirements set forth in the Office of Management and Budget Circular A-133 part 6, a property control system must be in place to ensure assets are safeguarded against loss from unauthorized use or disposition. The foundation of our fixed asset inventory procedures is substantiated by Dougherty County Board of Education Policies DA and DIC which charge us to establish internal controls for the safeguarding of assets and defines the significant value of assets for tracking. Logistical Services maintains an inventory control system for property located in Dougherty County Schools and other areas under the jurisdiction and operation of the Board.

1.1. Purpose

The purpose of the property control system for the Dougherty County School System is to provide the following:

- A record to demonstrate that DCSS has properly discharged its stewardship of public monies, including those expended for fixed assets,
- A record of the cost of fixed assets of each site,
- An orderly system of recording and identifying each movable asset by a property decal at every location,
- Proper record keeping of fixed assets purchased with federal grants,
- Information needed by administrative staff for decision making,
- Information needed to establish loss for risk management purposes,
- Information needed for repair and replacement,
- An orderly system for the disposal, transferal, or sale of equipment and furniture.

1.2 Definition and Record Keeping

Board Policy DIC classifies a DCSS asset as an item equal to or greater than \$500. A Dougherty County School System barcode label is affixed to items classified as assets by members of Property Control. Please note: Barcode labels with a T-series are non-asset equipment (Example: T55522).

All assets of the Dougherty County Schools System are property of the people of Dougherty County and we, the administration of the school system, are responsible for the care and accounting for each item. In addition to the assets purchased directly, DCSS assets include the following:

- Donated Assets
- Assets purchased by the P.T.A., Athletic Booster Club, or other such parent and civic organizations that are used by DCSS personnel and/or maintained by DCSS personnel or funds.
- Assets purchased by student organizations such Key Club, Beta Club, National Honor Society, and assets purchased with funds derived from the local school level.

1.3 Information Maintained on Fixed Assets

Information gathered varies based on the type of asset and availability of information. Generally, as a minimum, the following information will be recorded for all movable assets:

1. Asset number
2. Description
3. Location/department code
4. Type of equipment
5. Fund Source
6. Acquisition cost
7. Manufacturer
8. Model number
9. Serial number
10. Vendor
11. Purchase order number
12. Date of acquisition
13. Method and date of disposition
14. Sold price

*The condition of Federal- or State-funded assets must be recorded at department and school levels. Auditors typically require the following information be reported on asset records:

1. Asset number
2. Description
3. Location
4. Fund source
5. Title
6. Use (Student Instruction, Professional Development, Parent Involvement, etc.)
7. Acquisition cost
8. Serial number
9. Vendor
10. Date of acquisition
11. Method and date of disposal
12. Sold price
13. Condition of equipment*

All equipment purchased with State or Federal funds shall be labeled and engraved with proper identification so as to readily distinguish them from equipment purchased with other funds.

2.0 INVENTORY PROCEDURES

2.1 Delegation of Responsibility

The Principal/Director may delegate the responsibility of maintaining the property inventory to anyone they feel can handle the administrative ability for this responsibility; however, this does not relieve the Principal/Director of accountability. The Principal/Director is responsible for ensuring all personnel at the location comply with procedures for safeguarding DCSS property. The Delegation of Responsibility Form (SUP-F010) is used to show who will be responsible for property at each location. The primary person delegated for the responsibility of inventory is called the Site Property Control Clerk (SPCC) for the school/department where they are located.

Additional staff may be assigned to assist but the SPCC will have overall control of coordinating with Logistical Services/Property Control for the school/department. This form is prepared once a year before or at the start of school and may be updated during the school year as personnel change. The school should retain a copy of the form and return the original to Property Control. The school/department SPCC is the delegated controller responsible for movement of all items on the property inventory within their department. Any documentation for transactions involving assets in the school/department should be forwarded to the SPCC.

2.2 Receipt of New Asset

All asset items should be delivered to Logistical Services where they will be tagged and properly engraved and information is collected for property record-keeping. Property Control will deliver the assets to the proper location. When assets are received directly in the schools/departments, the SPCC should be notified immediately. The SPCC will schedule a time with a Property Control staff to come to the school/department to affix an asset number decal, verify all items have been received, and record all information pertinent for Property Control. The SPCC will record the addition to the site's inventory, and Property Control updates the computer file.

2.3 Donations

All items donated to a school or central office function by civic, parent, student organizations or individuals must be reported to the Property Control office on the day of delivery. The SPCC should include the following information in the notice to Property Control:

- Description
- Manufacturer
- Model
- Serial Number
- Estimated Value

2.4 Documenting Fixed Assets

Any school employee at any site may have a need to transfer assets, but the request must be forwarded to the SPCC and/or the Principal/Director. All requests for transfer of school district equipment must be completed and submitted to Property Control on proper documentation. Movement-related forms are as follows:

- **SUP-F006** Asset (Over \$500) Movement and Surplus Form-used to transfer or surplus equipment that are valued at \$500 or more.
- **SUP-F007** Non-Asset (Under \$500) Equipment Movement and Surplus Form-used to transfer or surplus equipment that valued at less than \$500.
- **SUP-F016** Property Assessment Form-documents the evaluation of the condition of the property (for both assets and non-assets) at the time of movement.

Items transferred temporarily are not to be moved on inventory records. When equipment such as Custodial, TV's, etc. is moved to Facilities or Technology for repair, for instance, a copy of the repair work order may be accepted for accountability at inventory **if the asset ID is listed as part of the description on the original work order**. Alternatively, you

may document a temporary movement of property on **SUP-F011 Temporary Assignment Form**.

When school-owned band instruments are checked out to students, a **SUP-F009 Music Equipment Contract** must be completed and assigned by parents of the student checking out the instrument. A copy of this form must be kept on file in the band director's office.

All laptops which are distributed to school staff must have a completed **SUP-F015 Teacher/Staff Laptop Computer Agreement** on file for accountability at inventory. All other technology equipment must have a completed **SUP-F014 District Technology Property Checkout Agreement** on file. A copy of all documentation for assets physically unavailable during your audit should be given to the Inventory Clerk.

2.5 Disposition of Equipment and Furniture

Under no circumstances will school/department staff discard any asset that belongs to DCSS. Staff members who wish to have equipment considered for disposal will notify their SPCC who will contact the proper technical department. A qualified technician will be sent to your location to evaluate the equipment. After evaluation, the technician will fill out a DCSS Assessment Form. This evaluation will determine appropriate disposition of equipment. If the property has been assessed as serviceable but is not needed at your site, you must follow proper procedures to transfer equipment to surplus. If the assessment is unserviceable, you must request the item be picked up for disposal (follow Surplus procedure).

If there is no qualified Technician employed by DCSS, in lieu of an assessment form, Media equipment can be assessed for surplus or disposal by the DCSS Media Supervisor and Vocational equipment by the DCSS Vocational Director as indicated by their signature, or the signature of their respective delegate.

2.6 Movement of Surplus Property

From time to time, schools may decide that property items stored at their individual locations are no longer usable, and such items may have some monetary value. In order to dispose of items in a way which will return some of the monetary value, the SPCC should follow the Surplus of Fixed Assets procedure (SUP-P102). When the appropriate documentation is received by Property Control, the items will be picked up. The Fixed Asset Clerk will enter all information into the Next Gen Asset Inventory System in order to make the correct transfers of equipment from a school/department location into the surplus inventory.

2.7 Surplus Sale

The Logistical Services Director will determine the need for a sale and will submit a recommendation to the CFO and Associate Superintendent for approval by the Board of Education. The following information will be submitted:

- An itemized list of current items to be considered surplus
- Approval request to hold a sale (all sales conducted on www.Govdeals.com)

Following the approval by the Board to proceed with the sale, Property Control will conduct the sale in the manner approved by the Board.

2.8 Disposal of Surplus Vehicles/Equipment

Vehicles are evaluated and declared as surplus by personnel of the Dougherty County School System Transportation Department. A list of surplus vehicles/equipment is sent to the CFO and Associate Superintendent to be presented to the School Board for approval to sell. The following information is submitted:

- A listing of each vehicle to be sold using our asset I.D. number, make, model, year, description, and condition.
- Request approval to hold a sale (via GovDeals)

The Fixed Asset Clerk will enter all information into the Next Gen Asset Inventory System in order to properly record the sales, removing sold assets from the fixed asset inventory.

2.9 Trade-In of Movable Equipment

From time to time, a school may wish to purchase an item and trade in an item to reduce the purchase price. Whenever the school makes a request to Purchasing to secure prices for the item desired, the school must advise Purchasing of the full description of the item to be traded, including make, model, serial number, age, and reason for trading in the item.

When preparing a purchase order, the normal rules for completing a purchase order must be followed. In addition, the complete description of the trade-in including asset decal number must be placed on the purchase order. A copy of the purchase order and the asset decal number description should be forwarded to Property Control. For further information, contact the Purchasing Department.

2.10 Loss or Stolen Assets

Assets that have been reported “missing” from a site’s inventory for two fiscal years may be declared a loss. The SPCC should submit **Property Loss or Stolen Investigation Report (SUP-F008)** to Property Control to remove it from their inventory. The SUP-F008 must be signed by the Principal/Department Head. Assets are not removed from inventory until after they have appeared in the annual Property Control Inventory Report for two consecutive fiscal years.

Any assets found missing when there is actual proof of a theft, break-in or burglary must be reported immediately to the DCSS Police Department or other law enforcement agency. The report must note that there was a point of forced entry. Remember, delays in reporting hinder the possibility of recovery of an item. All reports completed by DCSS Police or any other law enforcement agency must be copied and submitted to Property Control with a completed Property Loss or Stolen Report (SUP-F008) that has been signed by the Principal/Director. In addition, a copy of the checkout agreement for the stolen asset **must** be attached to the SUP-F008. This will help identify the item. When the Loss or Stolen Report has been processed, assets identified as a loss or stolen will be removed from the fixed asset inventory.

3.0 INVENTORY PROCESS

3.1 Background

Each year, Property Control conducts an inventory at all schools and departments, to comply with state auditing regulations (refer to SUP-P101). An inventory schedule is prepared by Property Control, and the calendar is sent to all Department Heads, Principals,

and Media Specialists, along with a request for Delegation of Responsibility form (SUP-F010). When the SUP-F010 is returned to Property Control, confirmation of the inventory appointment is sent via Microsoft Outlook to the SPCC named on the SUP-F010.

3.2 Process Overview

Property Control's Inventory Clerk (PIC) will conduct the inventory audit as follows:

1. The PIC meets with the SPCC on the day of inventory. The PIC will obtain a copy of all forms to establish accountability of assets that are checked out. The SPCC accompanies the PIC throughout the location to identify asset equipment and provide access to all areas that may contain assets. The PIC will diligently inspect each area within the building, using the floor plan, to inventory all possible assets.
2. Once the initial inventory is complete, the PIC reviews the results of the inventory with the SPCC. They should check with Department Heads and other site personnel to ascertain the location of items not located.
3. Before leaving the site, the PIC will have an exit interview with the Principal/Director and/or SPCC to review the inventory results.
4. The PIC turns over his findings to the Fixed Asset Clerk who then performs an inventory reconciliation.
5. A "preliminary" inventory Exception Report is sent to the SPCC and the Principal. If 100% of the site's assets are not located, the SPCC should continue to trace the use of property during the time allotted before the recheck schedule. The Fixed Asset Clerk will set up the recheck appointment within the period appropriated on the annual inventory calendar.
6. Property Control will send a final exceptions memorandum to the Department Head and SPCC after rechecks are complete.
7. All final exception reports are made part of the annual inventory audit report sent to the Superintendent and the Associate Superintendent of Academic and Business Services.

3.3 Inventory Management Reporting

The results of inventory findings are communicated to school/department administration and to the administration of the school district. The information typically consists of a memo, management comments noting total discrepancy values, operating deficiencies and recommendations, and an itemized report of missing assets with their respective values.

4.0 ASSOCIATED DOCUMENTS

- SUP-F006 Asset (Over \$500) Movement & Surplus Form
- SUP-F007 Non-Asset (Under \$500) Equipment Movement and Surplus Form
- SUP-F008 Property Loss or Stolen Investigation Report
- SUP-F009 Music Equipment Contract
- SUP-F010 Delegation of Responsibility Form
- SUP-F011 Temporary Assignment Form
- SUP-F014 District Technology Property Checkout Agreement
- SUP-F015 Teacher/Staff Laptop Computer Agreement

- SUP-F016 Property Assessment Form
- SUP-F101 Fixed Asset Inventory
- SUP-F102 Surplus of Fixed Assets
- SUP-P105 Receiving Fixed Assets

5.0 RECORD RETENTION TABLE

Identification	Storage	Retention	Protection	Disposition
02-25 Policies and Procedures	Logistical Services	Permanent	TBD	Vital record- Duplicate and store offsite

6.0 REVISION HISTORY

Date:	Rev.	Description of Revision:
06-Aug-15	A	Initial Release

Property Control Documents

Beginning on the next page are copies of current Property Control documents. Please do not make mass copies of those that are included here, as revisions may be made at any time throughout the year. Instead, print forms as needed from the ISO Process Management portal. **Outdated forms are not accepted by Property Control.**



**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
ASSET (OVER \$500) MOVEMENT & SURPLUS FORM**

General Instructions:

Locations wishing to either transfer assets to another location, or turn in assets for surplus or disposal, must fill in the information requested in Section I. Section II should be completed by the department transporting the equipment, and Section III to be completed by the department receiving equipment. Acceptable conditions, **“SERVICEABLE”** or **“UNSERVICEABLE”**, must be verified and noted by technical departments on a Property Assessment Form, SUP-F016, *when turning in surplus property*, and a copy of Property Assessment Form, SUP-F016, must be attached to this Asset Movement and Surplus Form. Please refer to SUP-P102.

Section I. Removing Assets

ASSET #	DESCRIPTION	CONDITION	LOCATION/ROOM#

Transferring (From-and-To):	Releasing Property (print name):	Date:
Signature of Department Head or Department Head’s Designee:		Date:

Section II. Transporting Assets

Department transporting equipment:	Print name:	Sign or Initial:
Department equipment delivered to:	Location (Building/Room #):	Date:

Section III. Receiving Assets

Receiving Department:	Recipient (print):	Date:
Signature of Department Head or Department Head’s Designee:		Date:



**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
NON-ASSET (UNDER \$500) EQUIPMENT
MOVEMENT & SURPLUS FORM**

General Instructions:

Locations wishing to either transfer equipment to another location, or turn in for surplus or disposal, must fill in the information requested in Section I. Section II should be completed by the department transporting the equipment, and Section III to be completed by the department receiving equipment. Acceptable conditions, **“SERVICEABLE”** or **“UNSERVICEABLE”**, must be verified and noted by technical departments on an Asset Assessment Form *when turned in to surplus*, and white copy of Asset Assessment Form must be attached to this Non-Asset Movement and Surplus Form.

Section I. Removing Assets

QUANTITY	DESCRIPTION (include make and model)	CONDITION	LOCATION/ROOM#

Transferring (from and to):	Requestor (print):	Date:
Signature of Department Head or Department Head's Designee:		Date:

Section II. Transporting Assets

Department transporting equipment:	Print name:	Date:
Department equipment delivered to:	Location (Building/Room #):	

Section III. Receiving Assets

Receiving Department:	Recipient (print):	Date:
Signature of Department Head or Department Head's Designee:		Date:



**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
PROPERTY LOSS OR STOLEN
INVESTIGATION REPORT**

MISSING PROPERTY:	LOCATION:
DATE/CIRCUMSTANCES OF LOSS:	
PERSONS INTERVIEWED IN REFERENCE OF LOSS:	
PERSONS NOTIFIED OF LOSS:	
DCSS SECURITY REPORT ATTACHED: YES/ NO (IF NO, EXPLAIN WHY NOT)	
ACTIONS TAKEN TO PREVENT FUTURE PROPERTY LOSS:	
PRINCIPAL/DIRECTOR SIGNATURE:	DATE:
<p>Return the ORIGINAL copy to Supply Services.</p> <p>Retain a COPY for your records</p>	



**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
MUSIC EQUIPMENT CONTRACT**

School:	Director:	Equipment:					
Brand:	Model:	Style:					
Asset/School Number:	Serial Number:	Current Value:					
Supplied with the following accessories:							
QTY	ITEM	QTY	ITEM	QTY	ITEM	QTY	ITEM
	Case		Bocal		Gloves		Hat
	Cover		Sling		Trousers		Robe
	Mouthpiece		Lyre		Belt		Spats
	Ligature		Bow		Blouse		Cummerbund
	Mouthpiece Cap		Strap		Skirt		Sash
	Hand Crutch		Swab		Buckle		
	Joint Plug				Plume		
Date Issued:		Condition:					
Director's Signature:							

WE (STUDENT, PARENT/GUARDIAN) ACKNOWLEDGE RECEIPT OF THE ABOVE EQUIPMENT AND ACCESSORIES AND AGREE TO THE FOLLOWING:

1. To be personally responsible for the safe-keeping of this equipment and to return it immediately to the school upon the request of the director or principal.
2. To maintain equipment in good condition at all times including having it repaired as deemed necessary and as requested by the director.
3. To have the equipment assessed by the teacher at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
4. To allow no person other than myself to play, handle, wear or use this equipment without specific permission of the director.
5. To use the equipment to the best of my ability for serious study including regular attendance at all organization rehearsals and performances.

Student's Name:	Grade:	
Home Address:	Home Phone:	
Parent/Guardian Name:	Business Phone:	
Student's Signature:	Date:	
Parent/Guardian Signature:	Date:	
Date Returned:	Condition:	Assessed Damage:
Director's Signature:	Date Paid:	Receipt #:



**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
TEMPORARY ASSIGNMENT FORM**

ITEM:	SCHOOL/DEPARTMENT:	SITE PROPERTY CONTROL CLERK:	
MFG:	MODEL:	SERIAL NO.:	ASSET NO.:

CHECKOUT DATE	CHECKOUT TIME	PRINT RECEIVER'S NAME	RECEIVER'S SIGNATURE	RETURN DATE	RETURN TIME	PRINT RETURNEE'S NAME	RETURNEE'S SIGNATURE

Understand that by signing this form you take full financial responsibility for lost, damaged, or destroyed property regardless of circumstances.

For additional information call (229)431-1273



Dougherty County School System

DISTRICT TECHNOLOGY PROPERTY CHECKOUT AGREEMENT

Name/Title:	Location:	ID Number:
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Purpose for Checking Out Equipment:

While the primary purpose of the Dougherty County School System technology equipment is for use on site during the instructional/work day, there are times when it is appropriate for staff and students to check out equipment to be used for educational purposes beyond the work day and outside of the work environment. All staff members or students/parents/guardians will be required to sign this form before technology equipment can be taken to a location other than a District facility. This Checkout Agreement is limited to the following items:

- | | |
|---|---|
| <ul style="list-style-type: none">• Calculators, Scientific• Camera Devices• Computing Devices (including hand-held devices)• Printing Devices | <ul style="list-style-type: none">• Probeware• Projection Devices• Scanning Devices |
|---|---|

By completing and signing this form, we acknowledge and agree as follows:

1. All use of the District's technology equipment will be for educational purposes. For employees this includes attending professional workshops, conferences or meetings. At no time will the equipment be used for personal, commercial or business use, or for political or religious reasons.
2. This technology was bought with: (check and complete that which is applicable)
☐ a. federal funds and is to be used only for _____ (grant) activities. At no time should this be used for personal reasons or to support other non- _____ (grant) programs.
☐ b. non-federal funds.
3. To abide by the provisions of School Board Policy IFBG (computer/internet user policy). With respect to computers, this includes no unlawful copying/distributing of software or documentation provided with the computer and no use of the computer to unlawfully copy any software.
4. To make no unauthorized changes to the equipment's configurations. For computers, this means no adding, removing, or adjusting any computer software or hardware.
5. To use ordinary care and diligence in protecting, safeguarding, and supervising use of the equipment and returning it to the District in the same condition it was in prior to checkout, excluding normal wear and tear, and to assume liability for any damage, loss, or theft of the equipment while in my care.
6. To have, if a student, a parent/guardian sign for responsibilities of the equipment while it is in my possession.
7. To participate in training in the use and care of technical equipment as provided by the appropriate school or District staff member prior to checking out the equipment.
8. To return the technology equipment to school or my work place for use as required by the teacher or administrator.
9. To return the technology equipment:
 - a. On or before the due date on this agreement;
 - b. Prior to the due date if requested by the authorizing supervisor/department head;
 - c. When withdrawing, if a student, or resigning or otherwise terminating employment, if an employee, with the District; and/or
 - d. In the same condition the item was in at the time of check out

Signature:	Date:
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ITEM INFORMATION

(To be completed by **Supervisor/Department Head** authorizing the check-out)

Item Checked Out:	From School/Department:
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Type:	Brand:	Model:
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Serial Number:	DCSS Asset Number:	Replacement Value:
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Name of Authorizing Supervisor/ Department Head/Title:
--

Phone Number:

USER AGREEMENT

USER INFORMATION (To be completed by student and or parent/guardian)

Name of Individual Checking Out the Item (please print):

Home Address:

Phone Numbers:

Home:

Work:

Cell:

PARENT OR GUARDIAN AGREEMENT

If you are a student under 18, a parent/guardian must also read and sign this agreement prior to your checking out the equipment.

Parent/Guardian Name (please print):

Home Address:

Phone Numbers:

Home:

Work:

Cell:

I/We have read and agree to comply with the Technology Equipment Check Out Agreement I understand that any violation of the procedures may result in me or my child not having access to equipment for use away from District facilities. I also understand that I assume accountability and responsibility for any equipment I check out. I understand that I am personally liable for:

The replacement cost of the item, as indicated above, if the item is not returned; or

The amount required for repair or replacement parts, if the item is damaged when returned.

I agree to release, indemnify, and forever discharge the Dougherty County Board of Education, Dougherty County School District, its successors and assigns, its agents and employees and all other persons, firms, or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of use of Dougherty County School System's equipment and participation in its check out.

User Signature:

Parent/Guardian Signature:

Date:

PRINCIPAL/DIRECTOR CONTACT INFORMATION

Name (Please print):

Phone Number:

Due Date:

Principal/Director Contact Person Signature:



Dougherty County School System
TEACHER/STAFF LAPTOP COMPUTER AGREEMENT

Name: _____

Employee ID#: _____

School/Location: _____

Room#: _____

Home Address: _____

Home Telephone #: _____

Work Telephone#/Ext: _____

Asset #: _____

Replacement Value \$: _____

Manufacturer: _____

Model #: _____

Serial #: _____

I understand that I am being issued a laptop computer to facilitate student instruction and enhance student achievement; it will be in my possession for use at and away from school.

I understand that I am responsible for the laptop computer, including accessories and peripherals, issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:

- In the event of damage, loss or theft of the laptop, I will immediately notify my principal or designee for repair or replacement matters.
- In the case of damages which occur due to my intentional act, neglect or abuse of the laptop, or because of my failure to follow Board of Education (Board) Policies, Administrative Rules (Rules) or guidelines, including this agreement, I understand I will be held responsible for payment of repairs. Normal wear and tear is not included.
- If the laptop is lost, stolen or damaged due to my intentional act, neglect or abuse of the laptop, or because of my failure to follow Board Policies, Rules or guidelines, including this agreement, I will be responsible to reimburse the District for the replacement cost.
- The laptop should be transported in its case and stored carefully so it is not susceptible to damage.
- The laptop should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components.
- The laptop should not be left unattended in any unlocked area; i.e. classroom, instructional area, office, vehicle, or common area.
- The laptop should be locked in desks, cabinets or other secured spaces and should not be left visible while not in the user's possession.
- I may not make any permanent personally identifying marks on the laptop computer.
- The laptop computer _____, canvas bag _____, power brick w/6 foot power cord _____, Port Replicator _____, and network patch cable _____ will be returned to the proper District authority immediately upon termination of my employment, or at any other time as specifically directed by District authority.
_____(Employee Initial to Confirm Receipt of the above listed items)
- Any data corruption or configuration errors caused by the installation of unauthorized or illegal software may result in a loss of all data on the laptop and/or system due to the need for a complete reload.
- I am responsible for backing-up all data on the laptop. The District is not liable for lost data.
- Use of this laptop is governed by and subject to the rules and conditions contained in DCSS School Board Policy - IFBG (computer/internet user policy) and other applicable Board Policies, Rules and guidelines.

I understand and agree that I am responsible to the District for the cost of repair or replacement of a unit that is damaged, lost or stolen as a result of my intentional act, neglect, or abuse of the laptop or because of my failure to follow Board Policies, Rules and guidelines, including this agreement. I agree to the above terms and conditions and agree to fully cooperate with property loss reporting requirements and with property loss incident investigations.

My signature below indicates I have thoroughly read and understand the above information.

Signature

Date

**Dougherty County School System
TEACHER/STAFF LAPTOP COMPUTER AGREEMENT**

LAPTOP CHECK-IN

This page is to be completed by the site property control staff.

Items returned:

Received by Initials

- | | |
|---------------------------------------|-------|
| 1. Laptop computer (asset #_____) | _____ |
| 2. Canvas bag | _____ |
| 3. Power brick with 6 foot power cord | _____ |
| 4. Network patch cable | _____ |
| 5. Port replicator | _____ |

Condition of items returned:

Returned by:

Signature

Date

Received by:

Signature

Date

*Please attach to page 1 of this document.



DCSS Property Assessment Form

Evaluating Staff Name (please print): _____ Inspection Date: _____

Property Description (include manufacturer and model): _____

Asset Number: _____ Serial Number (applicable to non-asset): _____

Transfer to Warehouse for Surplus:

- ☐ In Working Condition [Qty] _____
- ☐ Repairable Within Value of Property [Qty] _____
- ☐ Cost to Repair More Than Value [Qty] _____
- ☐ Obsolete but in Good Repair [Qty] _____

Transfer to Warehouse for Disposal:

☐ Not Repairable [Qty] _____

To Remain at Site, but Removed from Site's Inventory:

☐ For Parts Use Only

Please note this form should be completed for Surplus, Disposal, or otherwise removal of DCSS property from inventory. You should only enter quantity information for surplus of bulk non-asset property. Please refer to the Fixed Asset Procedures and Surplus of Fixed Assets Procedures for instructions. Contact Property Control for additional assistance.

Evaluating Staff Signature

SUP-F016, Rev. B, 11-May-15



DCSS Property Assessment Form

Evaluating Staff Name (please print): _____ Inspection Date: _____

Property Description (include manufacturer and model): _____

Asset Number: _____ Serial Number (applicable to non-asset): _____

Transfer to Warehouse for Surplus:

- ☐ In Working Condition [Qty] _____
- ☐ Repairable Within Value of Property [Qty] _____
- ☐ Cost to Repair More Than Value [Qty] _____
- ☐ Obsolete but in Good Repair [Qty] _____

Transfer to Warehouse for Disposal:

☐ Not Repairable [Qty] _____

To Remain at Site, but Removed from Site's Inventory:

☐ For Parts Use Only

Please note this form should be completed for Surplus, Disposal, or otherwise removal of DCSS property from inventory. You should only enter quantity information for surplus of bulk non-asset property. Please refer to the Fixed Asset Procedures and Surplus of Fixed Assets Procedures for instructions. Contact Property Control for additional assistance.

Evaluating Staff Signature

SUP-F016, Rev. B, 11-May-15

Property Control Procedures

Beginning on the next page are copies of current Property Control procedures for Fixed Asset Inventory, Surplus of Fixed Assets, and Receiving Fixed Assets. Please do not make mass copies of those which are included here, as revisions may be made at any time throughout the year. Instead, visit the ISO Process Management portal to reference procedures as necessary.

FIXED ASSET INVENTORY (SUP-P101)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 To establish and maintain a procedure for accountability of Fixed Assets in each location of the Dougherty County School System.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Logistical Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Logistical Services

4.0 DEFINITIONS:

- 4.1 Site Property Control Clerk – Person to whom Department Head/Principal has delegated responsibility of property, irrespective of other duties.
- 4.2 Property Inventory Clerk – Person assigned to perform the inventory.
- 4.3 Recheck Date – Date the Property Inventory Clerk will return to the site to account for equipment absent during initial inventory.
- 4.4 Exception Report – Listing of equipment missing from the site at time of inventory *and* were not properly documented.
- 4.5 NextGen—Budgetary Accounting Software used to manage inventory.
- 4.6 FAST II—Inventory Reconciliation Software.

5.0 PROCEDURE:

- 5.1 An inventory schedule is prepared by Logistical Services Administrative Coordinator. The calendar is sent to all Department Heads, Principals, and Media Specialists, along with a request for Delegation of Responsibility form (SUP-F010). When the SUP-F010 is returned to the Administrative Coordinator, he/she sends confirms the inventory appointment by sending a calendar invite via Microsoft Outlook to the Site Property Clerk named on the SUP-F010.
 - 5.1.1 The Property Inventory Clerk meets with the Site Property Control Clerk on the day of inventory. He (or she) accompanies the Property Inventory Clerk throughout the location to identify asset equipment.
 - 5.1.2 After the initial inventory audit is conducted, the Property Inventory Clerk reviews the results of the inventory with the Site Property Control Clerk and assists in locating missing assets.
 - 5.1.3 Before leaving the site, the Property Inventory Clerk conducts an exit interview with the Site Property Control Clerk and/or Department Head/Principal.
- 5.2 Fixed Asset Clerk downloads scanned records into FAST II and performs the reconciliation.
 - 5.2.1 Departments whose inventories have no discrepancies are sent a congratulatory 100% accountability memo.

FIXED ASSET INVENTORY (SUP-P101)

DCSS – Supply Services

5.2.2 Recheck appointments, in accordance with inventory calendar, are set for departments whose preliminary inventories show discrepancies.

5.3 The Site Property Control Clerk locates missing assets and submits documentation to Property Control.

5.4 An update of the inventory results is sent to locations. If all discrepancies are satisfied in the update, the recheck appointment is cancelled and a Final Audit Report is sent to the location.

5.5 Fixed Assets which have been missing for two consecutive annual inventories may be retired and deleted from the department's inventory by the completion of the loss or stolen investigation report (Police Report attached to SUP-F008).

5.6 The Final Inventory Management and Audit Report and Management Comments are sent to each location at the end of the annual inventory process.

5.7 The Final Inventory Summary is prepared and sent to the Superintendent of Dougherty County School System.

6.0 ASSOCIATED DOCUMENTS:

6.1 Delegation of Responsibility Form

6.2 Logistical Services Inventory Calendar

6.3 Exceptions Report

6.4 Inventory Congratulations Memo (100% Accountability)

6.5 Final Inventory Management and Audit Report

6.6 Property Management Comments

6.7 Property Loss or Stolen Investigation Report

6.8 Temporary Assignment Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Property and Equipment Inventory	Supply Services	Minimum of 5 years	GEMS System	Discard as Desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
08-Oct-03	B	Completed Records Retention table
15-Nov-06	C	Changed Inventory Clerk to Property Inventory Clerk in sections: 4.3, 5.1.1, 5.1.4 and 5.5. Added section 4.5 under definitions
18-Oct-07	D	Change three to two in section 5.7.

FIXED ASSET INVENTORY (SUP-P101)DCSS – Supply Services

15-Jan-10	E	Changed title in sections 2.1 and 3.1.
02-Oct-13	F	Changed title in sections 2.1 and 3.1 from Assistant Director of Purchasing to Director of Logistical Services.
30-Apr-14	G	Deleted sections 4.1 GEMS – Government e-Management Solutions; 4.4 FACOMPARE – Fixed Asset Comparison Report; Made changes in section 4.5; 5.1.1; 5.2. Added sections 5.2.1 and 5.2.2. Changes in sections 5.4; 5.5; 5.6; 5.7; 5.8; 5.9; and 6.5.
28-Aug-14	H	Section 4.1 – Redefined; 4.3 – deleted word Suspense; 4.4 – changed to exception report instead of exceptions; 4.5-added NextGen and deleted found assets; and 4.6 added FAST II. Changed wording in sections: 5.1, 5.1.4; Deleted 5.1.2; 5.1.3; 5.5; 6.2; 6.3. Changed 5.2; 5.2.1; 5.2.2; 5.3; 5.4;

***** End of Procedure *****

SURPLUS OF FIXED ASSETS (SUP-P102)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 This Procedure should be followed when a Site Property Clerk of the Dougherty County School System has equipment is identified as Surplus.

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2.0 RESPONSIBILITY:

- 2.1 Director of Logistical Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Logistical Services

4.0 DEFINITIONS:

- 4.1 DCSS - Dougherty County School System
- 4.2 NextGen – Budgetary Accounting/Inventory Management software
- 4.3 Site Property Control Clerk – Person to whom Department Head/Principal has delegated responsibility of property, irrespective of other duties.

5.0 PROCEDURE:

- 5.1 The Site Property Control Clerk identifies surplus equipment at their location.
- 5.2 He/she arranges for equipment to be assessed by a qualified technician and obtains a SUP-F016, DCSS Property Assessment form signed by the technician. No one other than a qualified technician should complete any parts of the property assessment form.
- 5.3 The Site Property Control Clerk prepares an SUP-F006 for assets and SUP-F007 for non-assets.
- 5.4 Each Asset (Over \$500) Movement and Surplus form, SUP-F006 is signed by the Principal/Directors, or their designee; the original assessment form (SUP-F016) is attached to the SUP-F006 for assets and forward to Property Control. The Site Property Control Clerk must make a copy of the SUP-F016 and attach it to the equipment.
- 5.5 A date is scheduled for pick up.
- 5.6 The Fixed Asset Clerk updates the non asset surplus file and transfers assets to the Surplus warehouse location using NextGen Asset Inventory System.
- 5.7 The Director of Logistical Services determines the need for a surplus sale and a memo detailing the need for a sale of surplus equipment is forwarded to the Superintendent and to the DCSS School Board for approval.

SURPLUS OF FIXED ASSETS (SUP-P102)

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5.7.1 If monies projected to be received from sale are greater than the cost of handling advertising and selling, the items will be sold by auction, sealed bids, direct sale, Internet (GovDeals), etc.

5.7.1.1 Upon approval, a sale date is scheduled.

5.7.1.2 Each sale is recorded and funds collected.

5.7.1.3 All sold assets are retired and deleted from NextGen.

5.7.2 If cost of selling is greater than benefit, then the materials will be offered for haulage by agencies or individuals who have made their interest known to the Property Control Department such as: government agencies, community services; organizations such as Goodwill, salvage companies or non-school system individuals. School system employees will dispose of items if no one else is interested.

6.0 ASSOCIATED DOCUMENTS:

6.1 SUP-F006

6.2 SUP-F007

6.3 DCSS Property Assessment Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Property and Equipment Inventory	Supply Services	Minimum of 5 years	NextGen System	Discard as Desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
08-Oct-03	B	Completed Records Retention Table, Changes in 5.3, 6.1 and 6.2
15-Jan-04	C	Deleted section 5.7 "A sale is conducted as an auction or as a "Yard Sale".
08-Apr-04	D	Added sections 5.7.1 and 5.7.2.
31-Oct-06	E	Changed title in section 5.6. Changed section 5.7.2 to section 5.8 and added Control to Property Department. Changed sections 5.9 and 5.10 to sections 5.7.3 and 5.7.4 respectively.
15-Jan-10	F	Changed title in sections 2.1 and 3.1.

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02-Oct-13	G	Changed title in sections 2.1 and 3.1 from Assistant Director of Purchasing to Director of Logistical Services.
28-Aug-14	H	Changed 4.2 and added 4.3. Changed wording in sections: 5.2; 5.4; 5.6; 5.7.1. Changed 5.7.2; 5.7.3; 5.7.4 to 5.7.1.1; 5.7.1.2; 5.7.1.3 and 5.8 to 5.7.2.
11-May-15	I	Changed wording in 5.2 and 5.4 and added a sentence for clarity.

***** End of Procedure *****

RECEIVING FIXED ASSETS (SUP-P105)

DCSS – Supply Services

The online version of this document is official. All printed versions are uncontrolled copies.

1.0 SCOPE:

- 1.1 To establish and maintain a procedure of receiving and identifying equipment as Fixed Assets for all items purchased by the Dougherty County School System exceeding \$500 in cost.

2.0 RESPONSIBILITY:

- 2.1 Director of Logistical Services

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Logistical Services

4.0 DEFINITIONS:

- 4.1 DCSS—Dougherty County Schools System
- 4.2 NextGen—Budgetary Accounting/Inventory Management software

5.0 PROCEDURE:

- 5.1 When equipment is received on the dock at Logistical Services Warehouse, it is processed in the NextGen 'Receiving' module. A copy of the packing slip, P.O. and receiving ticket is placed in a holding file to be assigned and labeled with a barcode number. A copy of the P.O., with barcode and serial numbers, is given to the Fixed Asset Control Clerk to be added into the NextGen 'Asset Inventory' module.

- 5.1.1 If defects are found, they should be documented immediately using a bill of lading and Non Conformance Log. All discrepancies should be noted while the delivery driver is still at the warehouse. The delivery driver should initial any discrepancies before leaving the warehouse dock.

- 5.1.2 If the item is to be shipped to another location or school, the location name and purchase order number is written on the outside of the package and it is placed in the property staging area for delivery.

- 5.2 When assets are delivered directly to another district location, the Site Property Control Clerk of the location informs the Fixed Assets Control Clerk that the new equipment has been installed. The Fixed Assets Control Clerk pulls the P.O. and prompts the Property Inventory Clerk to go out to the location to assign and label the asset with a barcode number. Property Inventory Clerk gives Fixed Asset Clerk a copy of the P.O., with barcode and serial numbers, to be added into the NextGen 'Asset Inventory' module.

- 5.3 A copy of the P.O. is placed in the location's file.

6.0 ASSOCIATED DOCUMENTS

- 6.1 None

7.0 RECORD RETENTION TABLE:

RECEIVING FIXED ASSETS (SUP-P105)
DCSS – Supply Services

Identification	Storage	Retention	Protection	Disposition
Property and Equipment Inventories	Logistical Services	Minimum of 5 years	NextGen System	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
29-Aug-14	A	Initial Release
30-Jul-15	B	Corrected misspelled word in “assets” in section 5.2.

***** End of Procedure *****

Inventory Management Reporting

Once an inventory is complete, the results are communicated to the school administration and to the administration of the school district. The information typically consists of a cover sheet showing to whom the inventory results are directed, management comments showing any operating deficiencies, and a shortage list showing items missing with their values.

(See an example of a completed inventory report beginning on the next page)

MEMORANDUM

TO: Dr. James T. Kirk, Principal
Enterprise High School

FROM: Logistical Services

DATE: 06/08/2015

INRE: Final Inventory Management and Audit Report

This correspondence serves as the Final Inventory Management and Audit Report for Enterprise High School for the school year 14-15. The account audit was conducted in accordance with directives of the Dougherty County School System Property Inventory Control Procedures Manual.

Unless indicated herein, the results of the inventory and record audit were satisfactory.

Sincerely,

Sharonda Thompson, Assistant Director
Logistical Services/Property Control

CC:
David C. Mosely, Superintendent
Kenneth Dyer, Associate Superintendent and Chief Business Officer
Jason Renfroe, Director of Logistical Services
File Copy

MANAGEMENT COMMENTS
ENTERPRISE HIGH SCHOOL

Summary of asset inventory audit:

UNACCOUNTED EQUIPMENT

- During our audit several assets could not be located.
Total value: \$4,997.89

RECOMMENDATION(S):

1. Ensure school-level property control clerk documents and accounts for property entering and leaving the school.
2. Make all personnel aware of whom the department's property control clerk is, so they can contact him/her before moving assets.
3. Ensure proper documentation has been *received* by Logistical Services for the movement of assets before assets are removed from the site.
4. Ensure all school personnel are aware that if they witness other departments removing assets, they should inform the school level property control clerk to make sure that all transactions are properly documented.

INVENTORY PREPARATION

- Inventory Management Department did not have on file the delegated Site Property Clerk for location prior to audit.

RECOMMENDATION(S):

1. Complete and return Delegation of Responsibility form (SUP-F010), after it is requested.

EQUIPMENT REMOVAL

- All equipment was not readily available and /or accessible

RECOMMENDATION(S):

1. Make efforts to maintain documentation for band instruments (SUP-F009) checked out to students and make accessible when notified of inventory audit.

Logistical Services appreciates the courtesy and cooperation that the department staff displayed during the inventory audit.