**FIXED ASSETS**

**END OF YEAR PROCEDURES**

End of year preparations will go a long way in protecting your locations equipment and your accountability for that equipment. It will also aid in setting up classrooms in the fall for those returning and any new teachers.

**TEACHER AND STAFF RESPONSIBILITIES**

* Each staff member/teacher should refer to their Individual Inventory List completed at the beginning of the school year. They should check off all current assets, mark any changes or additions to the list. This should include all the equipment in their office/room. This end of the year list should be turned in to the Fixed Asset Coordinator for cross reference to the master inventory list for any discrepancies.
* All laptops, notebooks, iPads, etc. should be stored safely and locked away in a cabinet or closet. Do not leave these out on desks, counter or stacked in bookshelves. Any equipment being moved within the school or removed by a department should be properly documented and turned in to the Fixed Asset Coordinator who will then notify the Fixed Assets Department for updating.
* Fill out a [“Footprints”](http://footprints.cpsb.org/MRcgi/MRentrancePage.pl?PROJECTID=2) ticket on any equipment being sent to Tech Support for repair. Keep a copy of the work ticket for your records. Be mindful of Tech Support’s notifications of dates and time for drop off and pick up during the summer.
* Any equipment you may consider using outside of the classroom or school should be checked out using Form S-521 Offsite Usage with the original signed by an administrator and kept on file at that location.

**ADMINISTRATOR AND PRINCIPAL RESPONSIBILITIES**

* Administrators should provide areas of safe storage for all assets.
* Each location’s administration should ascertain that all equipment is accounted for and properly stored before staff and teachers are dismissed for the summer.
* All assets for non-returning staff and teachers should be collected for reassignment and properly secured.
* Each location should submit all changes and documentation for transfers, salvage and/or disposals (S-520, S-522, S-523).
* Documentation (S-521) for any assets to be used off campus over the summer should be obtained and kept on file.

**Old and broken equipment?**

Never dispose or discard any equipment without proper documentation. Any questions should be directed to the Fixed Assets Department. The department will guide you in the proper procedure to avoid any violations.

**Transferring schools, sabbatical, moving out of the district?**

*If transferring to a new school* in the district, you should take the following steps regarding all assets assigned to you:

* Contact your current school administrator and set up a time to return equipment assigned to you or that you may have in your possession.
* If you received equipment from a department such as Special Services, Gifted Program, Tech Training, and you feel the equipment should follow you, you should still meet with the school administration to ensure proper documentation is made and that all parties are in agreement. If the equipment is to follow you to the new location, the Fixed Assets Coordinator for the current location will be able to assist you in completing the proper forms, notifying the new location of the transfer and updating records with Fixed Assets Department.
* Title I assets (red tag) must remain with the location of origin. These assets may not be transferred.

*Sabbatical, long term absentees* should turn in all assets. Typically, in these situations school board business is not being conducted therefore all assets should be returned to the department or school for reassignment.

*If you are leaving the Calcasieu Parish School District* you should return all equipment assigned to your administrator as soon as possible. The Fixed Assets Coordinator for the location will be able to assist you in completing the proper forms ensuring all assets are received.

**If at any time you are unable to meet with your location’s Fixed Asset Coordinator or administration, please contact Fixed Assets Department for assistance.**

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