

ADMINISTRATIVE REGULATION

No. 706(a)

Board of Trustees Douglas County School District

PROPERTY

PROPERTY CONTROL RECORDS AND PROCEDURES

In accordance with state law, Nevada Administrative Code, generally accepted principles, and proper internal control, the Douglas County School District establishes a fixed-asset system subject to the following regulations and procedures:

Property Control Records

1. Any purchase of furniture, equipment, vehicles, or other property involving an item that has a unit cost of \$500.00 or more and a useful service life of more than one year shall be included in the District's fixed asset records. Each fixed asset purchased shall be assigned a unique identification number and each school or department shall maintain a record of the fixed assets located at each school or department. The unique identifying number assigned to each fixed asset, in addition to being entered in the fixed-asset record for the item, must be permanently affixed to the asset along with a marking labeling the items as belonging to the Douglas County School District.
2. The fixed-asset record created for each piece of equipment or furniture with a unit cost of \$500.00 or more and a useful service life of more than one year shall contain the following detailed information:
 - The assigned identification number
 - The date of purchase
 - The purchase order number involved in the purchase
 - The budget category number involved in the purchase
 - A complete description of the item including the manufacturer and model number
 - The item's serial number
 - The physical location of the item
 - The estimated useful service life of the item
 - The cost of the item.
3. A copy of the fixed-asset record shall be attached to the purchase order when the purchase order and invoice are submitted to the Business Office for payment. In addition, a copy of the fixed-asset record (after having been entered in the school's or department's fixed-asset record) must be sent to

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the District Purchasing Department where it will be entered in a master set of District fixed assets for all departments and schools.

4. All equipment and furniture purchased with a per unit cost of \$500.00 or more and useful service life of more than one year shall be charged in the district's accounting system to object code in the 700 series (731 - equipment, 732 - vehicles, etc.). All items purchased with a per unit cost of less than \$500 or a useful service life of less than one year shall be charged in the District's accounting system to an object code in the 600 series (supply accounts).

Physical Inventory of Fixed Assets

In order to comply with Nevada Administrative Code 354.750 (which requires that every local government shall file an inventory of fixed assets at least once every two years and shall adopt a plan for taking inventory), the Douglas County School District established by regulation the following fixed-asset inventory schedule and procedures:

Schools and District departments that must take a physical inventory of their fixed assets in all even-numbered years are:

- C. C. Meneley Elementary School
- Gardnerville Elementary School
- Minden Elementary School
- Piñon Hills Elementary School
- Jacks Valley Elementary School
- Scarselli Elementary School
- Zephyr Cove Elementary School
- Any elementary school added after July 1, 2000
- Computer Services Department
- Maintenance Department
- Grounds Department
- Transportation Department
- Custodial Department

Schools or District departments that must take a physical inventory of their fixed assets in all odd-numbered years are:

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- Carson Valley Middle School
- Pau-Wa-Lu Middle School
- Kingsbury Middle School
- Douglas High School
- George Whittell High School
- Jacobsen High School
- Any secondary school added after July 1, 2000
- The District Office - all departments
- Warehouse/Purchasing
- Food Services Department

The physical inventory process will begin by the District sending a list of inventoried fixed assets from the District's master records to the school or department. The school or department will reconcile their asset records to the master list. Once this reconciliation process is complete, site and/or department staff will physically inventory all the fixed assets of their school or department.

Any assets not located in the physical inventory process must be reported on the "Disposition of Inventoried Fixed Assets" form.

Disposal of Fixed Assets

Disposal of all district fixed assets requires the approval of the Principal or Supervisor.

The only District-approved method of disposing of a fixed asset or obsolete supplies by a school or department, other than a bona fide trade-in, is sending the fixed asset or obsolete supplies to the District's surplus property facility at the airport. The surplus property removed from the fixed asset record of the school or department, if previously inventoried, is to be sent to the surplus property facility along with a copy of the fixed-asset property record.

All sales of fixed assets or obsolete surplus from surplus property must be approved by the Director of Business Services and must be in compliance with NRS 332.185. Sales of fixed assets to employees other than through auction is expressly prohibited by this regulation.

[See Policy related to this Administrative Regulation](#)

08/2000