

FIXED ASSETS AND CONSUMABLE INVENTORIES REGULATION

The purchasing agent is designated as the property control manager. The property control manager will have overall responsibility for tracking capital assets and for the accuracy of the asset records.

Each department head shall be responsible in their department for the perpetual and accurate inventory of fixed assets owned by the school district and valued at \$2,000 or more and for electronic equipment (e.g., smart boards, data projectors, etc.) valued at \$500 or more. Similar items purchased at one time, even though each item costs less than \$2,000, should be grouped together for purposes of attaining the threshold of \$2,000 (e.g., the purchase at one time of four \$600 lawn mowers would be grouped together for this purpose). Electronic equipment in excess of \$500 is subject to this regulation.

For purposes of this regulation, the departments are:

- Buildings & Grounds
- Transportation
- Management Information Systems
- Athletics
- Music
- Instructional Technology
- School Lunch

Each department will be given asset identification tags within a distinct tag number series, for example:

100000 Series - Buildings & Grounds
200000 Series - Transportation
300000 Series - Management Information Systems
400000 Series - Athletics
500000 Series - Music
600000 Series - Instructional Technology
700000 Series - School Lunch

These identification tags will have ERCSD emblazed on them. Upon acquisition of the fixed asset, the department heads or their designees shall affix the identification tag to the fixed asset. Relevant fixed asset information such as tag number, asset description, cost, purchase order number, vendor, serial number, location, in-service date, disposition date and disposition proceeds should be recorded on the attached spreadsheet. Fixed asset dispositions must be in accordance with Policy 6640; however, the relevant information from the disposition should be recorded per the attached spreadsheet.

Department heads will ensure that only authorized employees are permitted to use school district assets and that such usage shall be solely for school district purposes.

Accountability must be maintained for certain assets considered consumable supplies. Examples of these assets are auto parts, tires, and gasoline. These assets are not tagged. The department heads or their designees must maintain a perpetual inventory of these assets. The perpetual inventory records must consist of a log outlining: 1) beginning inventory; 2) purchases; 3) work orders for use/vehicle fuel log; and 4) ending inventory.

Department heads will report the perpetual fixed asset inventory record to the property control manager on a quarterly basis (September 30, December 31, March 31 and June 30). The property control manager will ensure that a physical inventory is conducted every 3 years. The internal auditor will assist in this function and investigate any discrepancies between actual and recorded fixed assets discovered during the physical inventory and will institute corrective action where necessary.

The property control manager will advise the Superintendent of Schools in writing of the fixed asset inventory. The Superintendent of Schools or designee will ensure that adequate insurance coverage is maintained for fixed assets.

The accountant on or about the date of the annual reorganization meeting will provide a copy of this regulation to each department head. Each department head will initial a copy of this regulation to acknowledge receipt and will return such initialed copy to the accountant who shall maintain each such initialed copy as a school district record.