

Bullock County Schools Property Management Policies and Procedures/Asset Management Procedures



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ASSET MANAGEMENT PROCEDURES

The Superintendent must establish effective procedures for all materials, equipment, and other Board property. These procedures will include an annual inventory and evaluation of tangible Board property (including fixed assets and supplemental property), to be completed by the end of each fiscal year, with appropriate reports submitted to the Superintendent and Chief School Financial Officer. Inventories will be kept on forms prescribed or approved by the Chief School Financial Officer. Inventory forms will show items on hand at the beginning of the fiscal year, items lost, items disposed of, items purchased or otherwise added during the year, and items on hand at the end of the fiscal year.

[Reference: ALA. CODE §816-13A-1, 6 (1975)]

EQUIPMENT

An accurate technology inventory of property shall be maintained per the established district guidelines. Each district employee shall be responsible for equipment assigned to them, and the use of any district equipment shall be for district purposes. The use and/or removal of district-owned equipment without appropriate authorization shall be contrary to Board policy. Employees are expected to return all district equipment in proper working order upon reassignment to another department/job duty within the district, separation from the district, or immediately upon request by the Superintendent or his/her designee. Failure to return equipment may be considered theft and may result in disciplinary measures, legal actions, and/or require restitution to the district.

Loaning of district equipment may only be allowed when using such equipment is directly or peripherally related to employment responsibilities or when the equipment is to be used in connection with student studies or extracurricular activities. Proper controls shall be established to ensure the individual's responsibility for and return of all such equipment.

The district reserves the right to transfer equipment to other schools and district locations if the site in which it was placed is closed or if the equipment is declared surplus to school or departmental needs per federal/state/district guidelines.

ASSET MANAGEMENT

To reinforce transparency and facilitate effective business practices, the district will require employees to maintain an inventory within their workspace. The district recognizes its responsibility for providing employees with the necessary knowledge to effectively satisfy the requirements of this procedure and follow applicable federal, state, local, and district regulations. Property/Assets with a minimum life expectancy exceeding one year will be provided a control number that serves as their asset tag. Training opportunities will be

provided annually or when procedures or requirements change. Private use of the district-owned property for gain shall be prohibited. The unauthorized removal of district-owned property from assigned schools and/or district locations shall be prohibited.

EMPLOYEE RESPONSIBILITY

- Employees are responsible for the care and management of district-owned property assigned to them. This includes responsibility for safeguarding and ensuring proper use of the device. This would also include notifying local Asset Managers and IT Services of loss, theft, damage, or destruction of assigned district-owned property within 24-48 hours of the occurrence.
- Submission of asset report as defined by the district.
- Submission of asset tracking form for identifying excess, disposal inventory, and verifying that removed asset items are reflected on the asset report.
- Reporting a missing asset tag
- Each school has a designated asset manager and assets that are the property of that school/department.
- Assets such as desktops, laptops, tablets, iPads, printers, and other IT devices are tagged, delivered, and installed by a technology staff or vendor; tagging and recording district-owned property is a joint responsibility of asset managers.

THE FOLLOWING STANDARDS SHALL APPLY:

Tagging: All district-owned property shall be affixed with a Bullock County BOE asset tag that shall serve as the key identifier for the property throughout its lifecycle with the district. By the nature of their design, some district-owned properties cannot be physically tagged. These tagged items are expected to be at their location— this is not for consumables.

- While the local asset manager is not responsible for tagging computer equipment, this person is responsible for verifying that all computer equipment delivered by the vendor is appropriately asset-tagged and accounted for.
- Untagged Property and Property, Missing Tags Asset Managers shall notify the appropriate IT Services staff when the district-owned property was not assigned or is missing a tag. A new asset tag will be provided quickly and placed on the identified property.
- All donated equipment becomes the property of the district/school and must be tagged and inventoried in the same manner as purchased equipment. The Asset Manager receiving donated equipment must coordinate with IT Services before acceptance of any donations. For example, computer donations must first be approved by IT Services. Once approval is received and the campus accepts the equipment, the receiving department must coordinate with IT Services to tag the donated equipment.

PRINCIPAL / DIRECTOR RESPONSIBILITY/ASSET MANAGERS

Principals/Directors are ultimately responsible for the inventory on their campuses. The local Asset Manager is your designee for conducting accurate audits and meeting the timelines set for the audits to be completed.

Local Asset Managers must maintain their inventory and conduct regularly scheduled audits. These local individuals will be expected to attend training when provided at IT Services. The district's audit records shall ensure all property is recorded.

All changes to inventory records due to an acquisition, loss, theft, damage, or destruction must be coordinated with the Local Asset Manager and IT Services.

TECHNOLOGY PURCHASING PROCEDURES

IT SERVICES RESPONSIBILITY

- Provide quotes
- If items reach a \$15,000 threshold, an RFP or other Joint Purchasing (ALJP) avenue will be created.
- Process purchase orders to the vendors
- Process the newly arriving asset and track delivery to the school/department
- Asset Tag new purchases
- Coordinate physical audit procedures
- Coordinate removal or disposal of inventory items
- Coordinate the recycling of obsolete or damaged assets

The District asset form (MS Excel) shall provide the following:

- description of the item
- acquisition date
- brand/manufacturer
- FAIN
- model and serial number
- purchase order number and date
- accounting code
- Object Code
- Unit Price of the equipment
- assigned asset tag
- other information as required for an inventory of equipment purchased with federal grant funds

Entry of Information into Inventory Management System

Once the equipment has been received, the LEA must have a procedure for entering information into the Tiger Asset inventory management system. The Technology Coordinator and Title I school principal manage and inventory such equipment. The inventory must be

available for review and evaluation. One copy should be kept in the school and another in the federal programs office.

The written procedures should include the following requirements for equipment items purchased with federal funds.

1. All equipment will be appropriately tagged and labeled for inventory tracking. The label should mark the equipment as Title I and include the fiscal year of purchase and property of the respective school district.

2. The school shall retain such property in a program as long as it needs such property to accomplish the program's purpose for which it was purchased.

3. The inventory must be current and available for review and audit. 2 C.F.R. 200.311, 2 CFR 200.313 and 2 C.F.R. 200.439 states the following information must be included in the recipient's inventory records:

- A description of the equipment.
- A serial number, model number, or other identification number.
- The funding source (including the FAIN) and percentage (who holds the title) under which the equipment was acquired. Note: Equipment purchased with federal funds shall be identified to indicate federal ownership by specific federal program (e.g., items purchased with Title I Part A monies must be marked as Title I, Part A with grant award year.)
- The source of property (vendor).
- The acquisition date and unit cost.
- The present location of the equipment.
- Indication of the use of the equipment. For example, Title I classroom, Title I afterschool program, Title I Administration, etc.
- The condition of the equipment.
- The date the information was reported on the inventory.
- Who holds title to the equipment? If funds from more than one program were used to purchase the equipment, then each program should be listed as the Title, and if possible, the percentage notation should be listed.
- All pertinent information on the final transfer, replacement, or disposition of the equipment (including the date of disposal and sale price of the equipment).
- Inventory must be updated as equipment items are purged, or new purchases are made.
- Equipment items purchased with federal funds must be identified and physically marked as noted above.
- Adequate safeguards related to the loss, damage, or theft of the equipment must be in place. Any loss, damage, or theft should be investigated and thoroughly documented.
- Adequate maintenance procedures are implemented to keep the equipment in good condition.

Equipment Use Procedures

Equipment acquired by a recipient with federal funds shall abide by the following conditions of this section:

- The recipient shall only use equipment acquired with federal funds to provide services to non-federal outside organizations for a fee less than private companies charge for equivalent services if specifically authorized by Federal statute, for as long as the Federal Government retains an interest in the equipment.
- The recipient shall use the equipment in the project or program for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds, and shall not encumber the property without approval of the federal awarding agency.
- When no longer needed for the original project or program, the recipient shall use the equipment in connection with its other federally-sponsored activities in the following order of priority:
 - a. Activities sponsored by the federal awarding agency that funded the original project
 - b. Activities sponsored by other Federal awarding agencies.

When equipment is used on the project or program for which it was acquired, the recipient shall make it available for use on other projects or programs if such other use will not interfere with the work on the project or program for which the equipment was initially acquired. First preference for such other use shall be given to other projects or programs sponsored by the Federal awarding agency that financed the equipment; second preference shall be given to projects or programs sponsored by other federal awarding agencies. If the Federal Government owns the equipment, use on other activities not sponsored by the Federal Government shall be permissible if authorized by the Federal awarding agency. User charges shall be treated as program income.

NOTE: Non-Title I private school students may not use the materials and equipment purchased with Title I funds.

Maintenance Procedures

Appropriate equipment transfer and disposal forms for the fixed asset listing should be completed promptly and maintained to document any transfer or disposal of equipment (following the LEA policy). Any mobile equipment, such as laptop computers, should have a device check-out form to document that the equipment has been removed from its location, as indicated on the Physical Inventory Listing. When equipment not on the fixed asset listing is transferred from one location to another, a disposition form should be completed to document that the equipment has been removed from one physical inventory listing and added to another.

Fees Not Charged Procedures

Alabama law requires the district to furnish instructional materials selected for use in public schools without cost to the students attending those schools. A school district may not charge a student for instructional materials or technological equipment purchased with Title I funds allotment. Students who lose any technological equipment will not be charged a fee.

GENERAL GUIDELINES FOR THE PHYSICAL AUDIT PROCESS

Each school and district location shall be responsible for completing the physical inventory within the scheduled time frame. A physical inventory of district-owned property shall be, at a minimum, conducted at each school and district location annually but could be requested more often. Completed inventories shall be subject to verification by the IT Services.

Special Circumstance Audit — An audit of district-owned property may be conducted as a result of particular circumstances including, but not limited to

- Development of a new or reorganized department/office
- Change in administration/supervision at a location
- Audits shall be conducted at the direction of the Superintendent or his/her designee

ITEMS TO BE INVENTORIED ARE LISTED BELOW:

- Laptops/MacBooks iPads and Apple Pencils Tablets
- Chromebooks Desktop Computers & Monitors Apple TVs
- Televisions Projectors Document Cameras
- Interactive Whiteboards Interactive Flat Panels Charging Carts
- Battery Backups VR Equipment — Classroom VR AI Equipment — Robots, etc.
- Access Points Network Switches Security Cameras
- Digital Cameras, Scanners, Printers, including 3-D Printers
- Other Technology

1. Before the beginning of a scheduled audit notification, specific directions for conducting the audit shall be provided by IT Services to the Asset Manager.
2. Schools and district locations shall have up to thirty (30) days to complete the physical audit.
3. Upon completion of the physical audit, the Asset Manager shall submit a copy of the completed inventory form to the Principal for signature and forward it to IT Services to be filed with the tech plan.
4. IT Services shall generate discrepancy reports based on property asset forms and completed inventory forms for each school and non-school location.
5. Principals and Asset Managers shall be responsible for reconciling any indicated discrepancy and submitting a follow-up report regarding discrepancies to IT Services. Any changes, including acquisition, loss, theft, damage, and destruction, must be appropriately identified and submitted along with supporting documentation, i.e., police report, etc.
6. The Technology Director may review unresolved discrepancies for the next steps.
7. A copy of forms submitted during the audit will be kept in the IT Services office and made available for review by the Superintendent or designee upon request.

INVENTORY REPORT

The office responsible for asset management shall submit a comprehensive inventory report to the Superintendent and CSFO. The report shall include information regarding accounted and unaccounted items disclosed during the physical audit.

SPREADSHEET MANAGEMENT PROCEDURES

A physical inventory of equipment purchased with federal funds shall be added to an inventory spreadsheet in ASSET Tiger. The results will be reconciled with the equipment records in August and May. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. In connection with the inventory, the recipient shall verify the existence, current utilization, continued need for the equipment, and condition of the equipment. Documentation of the date and the person conducting the physical inventory shall be maintained. Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

LOST AND/OR STOLEN DISTRICT-OWNED PROPERTY

The local Asset Manager with lost and/or stolen district-owned property shall be required to submit a completed inventory removal form and additional required documentation to the IT Services and Finance Department for review and recommendation to the Superintendent or designee. Upon approval, the item may be removed from the district asset records. An exception shall apply to loss of property due to documented theft and/or perils {i.e., fires, floods,

and wind damage) in which such items may be immediately removed from the District inventory records, and official reports (e.g., police) will be required.

FEDERALLY FUNDED / CHILD NUTRITION TECHNOLOGY. ASSETS INVENTORY PROCEDURES

The office responsible for asset management, in collaboration with the appropriate administrator from the federal programs, as deemed appropriate, shall submit a recommendation to the Superintendent or CSFO for the disposal of such items.

Master Inventory List

A Master Inventory List is maintained by Federal Programs staff. This list contains the following elements:

- Description of item
- Serial number or another identification number
- Funding Source
- Fain Number (Federal Award Identification Number)
- Who Holds the Title
- Acquisition Date
- Cost, including the percentage of federal participation in the cost
- Location
- Use and Condition
- Disposition data, including the date of disposal and sales price or the method used to determine the current fair market value
- Monthly addition and disposition reports from NexGen have been reviewed.
- Federal Programs Master Inventory List is amended to reflect data on Addition and Disposition Reports.

Purchasing Procedures

- Once a request is received, the school secretary creates a purchase order and, with the appropriate fund source indicated on the purchase order, submits it to the Federal Programs Director for approval.
- Approved purchase orders are submitted to the Finance Department for a number.
- The Finance Department submits the purchase order to the Inventory Specialist for Asset number(s)

- The purchase order is returned to the Federal Programs Bookkeeper for submission.

Technology Items

- The purchase order is submitted to the Technology Department for ordering
- Items are received at the Technology Department
- Asset number and Federal Funds label is placed on each item purchased Federal Funds
- IT Technician delivers to school/location

Other Items

- The purchase order is submitted to the vendor
- Items are received at the school/location
- A set number and Federal Funds label are placed on each item
- Copy of the Purchase Order is provided to Federal Programs staff responsible for inventory, and items are added to the Federal Programs Master Inventory List

Disposal Procedures

Disposal Process

- A Fixed Asset Change or Disposition Form is submitted to the Inventory Specialist when items are no longer at that location.
Acceptable reasons for disposal are:
 - Obsolete
 - Inoperable
 - Damaged
 - Stolen — A police report must be attached to the Transfer/Disposal form.
 - Lost — Notification is made to the Inventory Specialist. Every effort is made to locate the item.
 - Disposition of Technology Inventory by IT Technician
 - IT technician sends an email to Federal Programs Inventory staff to indicate that an item needs to be disposed of and the reason why it is being deleted (i.e., obsolete, inoperable, damaged)
 - The Federal Programs Inventory staff creates a Transfer/Disposal form
 - The Federal Programs Director approves the form,
 - The form is sent to the CSFO for approval.
 - The form is sent to the CSFO for disposition in Accounting Software, NexGen.
 - Property identified with no monetary value shall be disposed of per applicable federal, state, and local regulatory requirements. Proper disposal will be verified to ensure that private companies and/or individuals do not sell district property.

Annual Physical Inventory Procedures

- An inventory report listing all items at that location is sent from the Technology Assistant to the school/location in May of each year.
- The school inventory designee ensures that all Items are accounted for by school staff
- The report is compiled by location,
- The list is provided to the staff teacher assigned to the location.

- The staff teacher verified the items were in their location and made any needed changes.
- The staff/teacher verifies that the data is accurate by signing the report.
- The reports are returned to the school inventory designee.
- The school inventory designee completes Transfer/Disposal forms based on corrections to data.
- Inventory reports and Transfer/Disposal forms are returned to the Central Office Inventory Specialist.
- Technology Assistant makes corrections in Accounting Software, NexGen.
- Federal Programs Staff receives copies of Transfer and Disposition forms to update the Master Inventory List.

DISTRICT-OWNED TECHNOLOGY DISPOSAL FOR ALL DEPARTMENTS/SCHOOLS

IT Services shall

- 1) Determine if assets meet established criteria as defined by end-of-life or unrepairable
- 2) Dispose of assets based on all Federal/State/Local regulations/statutes/policies
- 3) All information shall be removed from computer hard drives (sanitized/ wiped to meet all applicable industry standards for security and reformatted) before disposal
- 4) The board may dispose of property that is no longer necessary for district operations in an appropriate manner.
- 5) The board must dispose of technological equipment per Federal/State/Local Statutes/Regulations and Board Policy.
- 6) They should be stored in one location so IT Services can pick them up and deliver them to the recycling area. The technicians will use these forms to pick up the equipment for recycling. Before a technician can dispose of these items, the school or department should have submitted the proper form to IT Services.

DISPOSAL OF TECHNOLOGY-RELATED ITEMS CAN NOT BE PLACED IN LANDFILL OR DUMPSTERS DUE TO EPA REGULATIONS

The recycling vendor will provide certification that this equipment is disposed of per the U.S. Environmental Protection Agency (EPA) guidelines and will certify all district data is destroyed per Department of Defense (DoD) guidelines. The Inventory Tracking Form will assist in identifying which inventory items will be recycled.

DISPOSAL OF OBSOLETE PROPERTY

Assets identified with no monetary value shall be disposed of per applicable federal, state, and local regulatory requirements through the IT office.

DEFINITIONS

Abuse is deficient when compared to behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances and includes the misuse of authority or position for financial interests or those of an immediate or close family member or business associate. Abuse does not necessarily involve fraud or noncompliance with provisions of laws, regulations, contracts, or grant agreements (U.S. Government Accountability Office, Government Auditing Standards, July 2007.)

Capitalized property — district-owned property (including any leased item) that (1) has an acquisition cost/value of at least \$5,000 and (2) a helpful minimum life expectancy of three years or more.

Disposal/disposition - processes that remove property from District records by transfer, donation, sale, or destruction (or other actions).

Excess Property — a property that may have useful life remaining but no longer requires use by a specific school or non-school location as determined by supervisors with budgetary authority (including principals).

Fraud - an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable Federal or State Law.

Non-capitalized property — a district-owned property with an acquisition cost/value of \$4,999 or less.

Obsolete Property — a property that has reached the end of its useful life with the District that is out of date, unrepairable, unserviceable, and more economical to dispose of than to repair.

Property — items other than real property used in the operations or activities of the District with a minimum useful life expectancy of three years and sensitive minor equipment (e.g., computers, external peripherals, etc.) This shall not include miscellaneous items such as consumables (food), a stapler, a tape dispenser, a computer, a mouse, etc.

Physical inventory - the process of counting, verifying, and recording property owned by the District.

Removed inventory- a property taken off the active inventory of a specific school and/or non-school location.

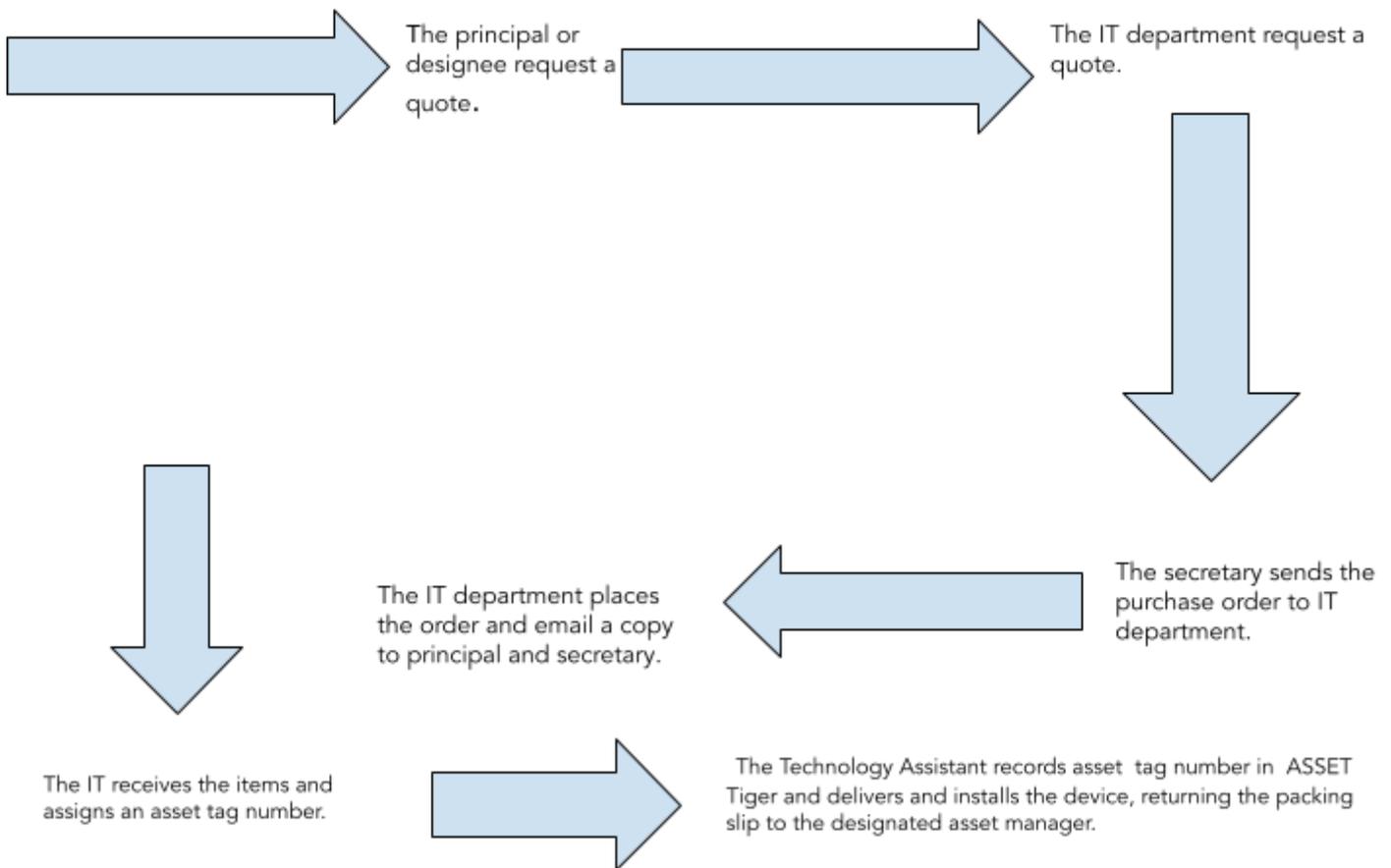
Report of Survey (ROS) - a process that investigates and accounts for the loss, damage, destruction, or theft of capitalized, sensitive, and/or non-capitalized property.

Retired inventory — property permanently removed from the active inventory of the district due to disposal/disposition (see definition), loss, and/or theft.

Surplus Property - property no longer having an intended use by the District or capable of being used because of its condition and declared as such by the Superintendent or his/her designee.

Waste — the careless or needless expenditure of District funds or the consumption of District property that results from deficient practices, systems, controls, or decisions. Waste does not necessarily involve fraud or noncompliance with provisions of laws, regulations, contracts, or grant agreements.

Prior Approval Procedures for Technology





Bullock County Schools Virtual Devices Agreement

By signing this document, I agree to use the computer and the software in connection with my affiliation with the Bullock County School Program and shall not permit any other person to possess the computer or the software. I shall not sell, lease, or otherwise grant anyone rights to the computer or the software. I shall adhere to the school district's rules and regulations governing the use of this computer and comply with all applicable copyright and other regulations regarding the software.

I acknowledge that I will be responsible for backing up all work needed for school.

I acknowledge that I will take care of the issued device(s) and it is solely for the use of getting my work completed at home.

I acknowledge as it pertains to the Verizon Hotspot, I will be allotted use at 4GB of data for school use only during the hours of school each month. Once the allotted limit of data has been reached for the month, no other data will be issued. I will have to wait until the new monthly cycle begins to gain access again. Only devices for the purpose of completing school work and assignments can be attached to the wireless hotspot.

I agree to promptly inform the technology department if the device is damaged/inoperable, lost or stolen. I also agree to cooperate with Bullock County Schools in filing a police report and to fully cooperate in any ensuing investigation.

I acknowledge that the computer is provided for my use only while I remain a part of the Bullock County School District. In the event that I leave Bullock County Schools, I will return the device(s) to the centralized location of distribution. Failure to return the computer with assigned accessories will result in the computer being considered stolen and a police report will be filed.



Bullock County Schools Virtual Devices Agreement

GRADE
LEVEL _____

Date Issued: _____

Student Name

(Printed) _____

Student Signature _____

Date _____

Parent/Guardian Name

(Printed) _____

Parent/Guardian Signature _____

Date _____

Parent/Guardian Phone # _____

DL# _____

Device Make/Model:

Computer Serial Number & Barcode:

Verizon Hotspot Identification Number

Returned (if applicable):

IPAD – Barcode #:

Chromebook –
Barcode #:

Verizon HotSpot Barcode #:

Other:

This equipment is the property of the Bullock County School System (BCSS) and will be due back either upon request from the school, the completion of your distance learning, and/or upon your exit from BCSS.

FIXED ASSET CHANGE OR DISPOSITION FORM

SCHOOL: _____ DATE: _____

FIXED ASSET CONTROL #: _____ DESCRIPTION: _____

SCHOOL OR LOCATION CHANGE:

FROM: _____ TO: _____

DISPOSITION REQUEST:

We are requesting permission to dispose of the above item because:

() Item beyond repair/to be scrapped: _____

() Auction/sale (No longer used): _____

() Trade-in on: _____

() Vandalism/Theft: (See attached Vandalism/Theft Report)

() Other: _____

If you are requesting the item to be scrapped, please include your plans for disposing of item.

_____ Signature of Administrator

FOR CENTRAL OFFICE USE ONLY

REQUEST APPROVED ()

REQUEST DENIED ()

SUPERINTENDENT

DATE

ACTION TAKEN BY ACCOUNTING STAFF: _____



BULLOCK COUNTY BOARD OF EDUCATION

**108 HARDWAY AVENUE WEST
POST OFFICE BOX 231
UNION SPRINGS, ALABAMA 36089-0231**



**Lost, Stolen, or Missing Inventory Acknowledgement
of Inventory Verification**

School: _____ **Date:** _____

Item Description: _____ **Asset/Inventory #:** _____

Was the Item Lost or Missing?

- Yes
- No

Provide the date and a detailed explanation of the occurrence, including time, name of the employee, and last time the equipment was utilized.

Was the Item Stolen?

- Yes
- No

Provide the date and a detailed explanation of the incident, including time, name of the employee, and last time the equipment was utilized. (Attach a copy of the police report)

I certify that the date explanation of the occurrence/incident is accurate and all required documentation has been attached.

Principal's Signature: _____ **Date:** _____

Approved By: _____



BULLOCK COUNTY BOARD OF EDUCATION

108 HARDWAY AVENUE WEST
POST OFFICE BOX 231
UNION SPRINGS, ALABAMA 36089-0231



Device Agreement for Teachers

Teacher Name: _____
Date: _____
Department: _____
Email: _____
Phone Number: _____

Laptop Checkout Details

Laptop Model: _____
Serial Number/Asset Tag Number: _____
Date Checked Out: _____
Expected Return Date: _____

Acknowledgment and Agreement

I, _____, acknowledge receipt of the above laptop and agree to the following terms:

- **Responsibility:** I understand that I am responsible for caring for and safekeeping the laptop during the loan period.
- **Use:** I agree to use the laptop solely for educational purposes related to my teaching responsibilities at _____.
- **Return Condition:** I will return the laptop on or before the expected return date specified above in the same condition as received, excluding normal wear and tear. The device must be returned upon request or termination of employment with Bullock County Schools.
- **Loss or Damage:** I will immediately report any loss, damage, or malfunction of the laptop to the Bullock County Schools IT department.
- **Liability:** I understand that I may be liable for any damages to the laptop due to negligence or misuse.

Signature: _____

Date: _____

For Official IT Use Only:

Return Information (To Be Filled Upon Return):

Issued By: _____

Returned By: _____

Date of Issue: _____

Date of Return: _____

Condition of Device: _____

Condition Upon Return: _____

This document confirms that the above-named teacher has borrowed the laptop for educational purposes and agrees to abide by the terms outlined herein. Failure to return the laptop by the agreed-upon date or in acceptable condition may result in disciplinary action and/or financial responsibility for repair or replacement costs.