**FIXED ASSETS INVENTORY PROCEDURES**

***Please provide teachers a copy of these instructions***

**Principals/Directors**, attached is your **Fixed Assets Inventory Report**.

**Inventory Listing by Room**. Once verified and signed, **make a copy** of the inventory listing, for your records. **Return ORIGINALS** to Donald Isabelle **by 12:00 p.m. on October 2, 2024** , ***along with this signed sheet.*** Place copy of each room's inventory in a mounted page holder behind or next to your door.

Fixed Assets are accounted for by location (Site and Room). It is extremely important that each asset is assigned a Room Number. **ENSURE THAT A THOROUGH SEARCH HAS BEEN CONDUCTED TO LOCATE ALL MISSING EQUIPMENT**.

**PROCESS FOR CONDUCTING INVENTORY (A physical inventory means the assets indicated on your report must actually be viewed to verify their existence)**

1. Verify all the information on your report
    a. Tag Asset #
    b. Description
    c. Room #
    d. Serial #
2. Place a (✓) next to the left side (outside column) of the asset number, if the asset is located in the room.
3. Place an (X) next to the left side of the asset number if item is **NOT** found in the room/office. No explanation needs to follow. If the asset is not found, after a thorough search of school is conducted, a **FA-1 Missing Items Form** and/or a **FA-5 Lost or Stolen Property Affidavit, MUST** be completed. (These forms **MUST** be typed, and can be found on The HPSD Website under The Business Office Link).
4. Missing assets that were assigned to students are to be handled as follows: Individuals are to be (a) assessed with the appropriate fine for any missing items, (b) fines are to be entered in SAMS. The fee schedule for technology equipment must be used to assess the fine. (c) Principals/ Supervisors are to maintain documentation of efforts to collect the fine and (d) Students who owe fines are NOT to participate in activities that do not attend events not required for their participation, this includes field trips and graduation. **The SAMS documentation must be included with the disposal request. If payment has been made, a copy of the receipt should also be included.**
5. Missing items that were assigned to staff are to be handled as follows: Individuals are to be assessed with the appropriate fine for any missing items. The fee schedule for technology equipment must be used to assess the fine. **Documentation of the assessment must be included with the disposal request. If payment has been made, a copy of the receipt should also be included.**
6. If a Technician from the Technology Department has to remove any equipment, (A **Removal Request of Fixed Assets for Maintenance Form** or a **FA-2 Permanent Transfer Form** must be given to you for your records by the Technician).
7. If an asset has been stolen, you **MUST** complete a **FA-1 Missing Items Form,** a **FA-5 Lost or Stolen Affidavit** and a **Police Report**. (Contact an **SRO**).
8. If there are assets in the room that are **NOT** listed on the Room's Inventory Report, add these assets to the **BOTTOM** of the Fixed Assets Inventory Report. (Item Description, Tag # and Serial #).
9. **DO NOT** draw lines through any information on the Inventory Report.

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10. **DO NOT** write any notes on the Inventory Report. Write any additional information on a sticky note and place it on your Inventory Report.
11. If an asset has been **MOVED** to another room, a **FA-2 Permanent Transfer Form**, **MUST** be completed and attached to this form.
12. If an asset needs to be **REMOVED** from your Inventory Report, A **FA-4 Fixed Assets Turn-In for Disposal Form, MUST** be completed and signed by a Technician. You cannot remove any technology equipment without approval of the Technology department.
13. The Teacher and Administrator will sign The Fixed Assets Inventory Report verifying that they have conducted the inventory and that all assets have been accounted for or the assets status has been properly documented.

Fixed Assets can only be removed from your inventory report by completing and returning the proper Fixed Assets Forms located on The HPSD Website. **Do not move any equipment without the proper documentation**. Send all completed documentation to Donald Isabelle.

**Sign the statement below and return with your completed inventory.**

*I have verified the presence of all items on my sites inventory listing, except as noted, and have attached documentation for all missing items. I have indicated all location changes and added all fixed asset items not listed on my inventory but in my possession.*

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|---|---|---|---|
| Principal/Director Printed Name | Principal/Director Signature | School/Location | Date |

Revised July 1, 2024