

Relocation & Disposal Procedures

Sites must notify Property Control of location changes and disposals of all furniture & equipment per A.R.S. §§15-341(G), 15-342(18), AAC R7-2-1131. Any and all property in CUSD's custody, regardless of the funds used to acquire it, can only be disposed of properly through Property Control per USFR VI-E-7.

	Email Property Control	Incident IQ Work Order	Property Loss Report	Police Report
Relocation of Asset – Self Moved	X			
Relocation of Asset – Moved to or by Warehouse		X		
Disposal – Auction		X		
Disposal – Cannibalized		X		
Disposal – Impaired		X		
Disposal – Destroyed		X		X
Disposal – Lost			X	
Disposal – Theft				X

Relocations – Relocations between rooms within a site or site to site changes must be indicated through an email to Property Control or a IncidentIQ work order in order to change the location and transfer of custody to the acquiring department. An email to Property Control must be sent when the items are being self-moved within a site to the new location. Items that need to be moved by the Warehouse and are being relocated to a different site must be completed through a IncidentIQ work order.

Disposals–The Governing Board has given Property Control the authority to dispose of surplus according to the USFR. All items that are determined to be damaged, no longer needed, not economical to repair or obsolete must be relocated to the Warehouse. Sites should not dispose of furniture, equipment, books or other usable supplies but instead use a IncidentIQ work order to relocate the items to the Warehouse for proper disposal. Generally, items held at the surplus warehouse may be made available to other sites if in a useable condition or held until auction.

Cannibalized Assets - When obsolete equipment is utilized as a source for parts or to repair another like item a IncidentIQ work order must be completed prior to cannibalizing the equipment so Property Control can update the fixed asset listing.

Impaired Assets – Impairments may be due to physical damage, changes in environmental factors, technological changes or evidence of obsolesce and changes in the duration of the use of a capital asset. When an asset becomes impaired, an IncidentIQ work order must be completed to relocate the asset to the Warehouse for disposal.

Destroyed Assets - If an asset has been intentionally destroyed due to vandalism or criminal activity then a Police Report is required. The only exception to the requirement of a Police Report is for vehicles damaged in a traffic accident. To relocate a destroyed asset to the Warehouse for disposal you must also complete a IncidentIQ work order.

Lost/Stolen Assets – Each department must report lost or stolen property as soon as the loss is discovered by completing a Property Loss Report and filing a Police Report (if stolen). Copies of the Property Loss Report and the Police Report should be immediately forwarded to the Business Office and Property Control. This information is required in order to process any claims with the District's insurance carrier and to adjust the fixed asset listing. If lost or stolen items are recovered, notification and a copy of the Loss Report Form should be sent to the Business Office and Property Control.

The Property Loss Report and to file a police report can be found on the Property Control webpage: <https://www.cusd80.com/departments/business-services/warehouse/property-control>. Contact Property Control at 480-812-7222 for further information on disposal and relocation policies.