

**SUBJECT: PROCEDURE FOR PROPERTY &
INVENTORY CONTROL**

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GENERAL:

Florida Statutes (Ch. 274), Florida Administrative Rule, Florida Administrative Code Rule 69I-73, and School Board policy 3204 outline the district's responsibility to account for and monitor tangible personal property. The purpose of this bulletin is to outline the procedures associated with Property & Inventory Control. Per Florida Statutes 274.01(02) "Custodian" means the person to whom the custody of county or district property has been delegated by the governmental unit. School Board policy 3204: Property Accountability and Responsibility designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments. Custodians can delegate a person acting under the supervision of the Custodian. Per Florida Administrative Code 69I-73.001(5) "Custodian Delegate" means a person acting under the supervision of the custodian to whom the custody of property has been delegated by the custodian and, from whom the custodian receives custody receipts.

These procedures address the major aspects of Property & Inventory control including purchasing, transfer, surplus, disposal of mold and mildew property, stolen, missing/unaccounted property, newfound/donated property, and the requirement to conduct self-inventories.

It shall be the responsibility of the Accounting & Financial Reporting Department - Capital Assets to maintain:

1. The District's Asset Management System in SAP for tangible personal property valued at \$1,000 or more.
2. Tangible personal property purchased through Finance Purchases (Lease).
3. Trackable SMART tangible personal property that has an acquisition value of more than \$100 which is considered high risk and prone to theft and has at least one year useful life and is not consumable in nature (includes but is not limited to musical instruments, iPads, tablets, desktops, printers, -interactive white boards and interactive flat panel displays; see A1. Purchasing Tangible Personal Property - SMART Purchases for detailed procedures regarding SMART purchases)
4. Property records are based on the submittal of appropriate documentation in accordance with this Business Practice Bulletin, while it shall be the responsibility of the Office of the Chief Auditor to conduct periodic Property & Inventory audits.

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Although tangible personal property purchases with a unit value less than \$1,000 are not maintained on the Asset Management System in SAP, property custodians must take appropriate precautions to safeguard and track all tangible personal property (purchased outside of the SMART program & finance purchases), especially high risk items such as iPads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays, cameras, audio/video equipment, custodial equipment and musical instruments. Locations must maintain records of all high-risk items and track such items through a secondary, site-managed tracking database to ensure accountability and oversight. The property custodian will determine the format for maintaining the information contained in the location’s secondary, site-based tracking database (Excel, FileMaker Pro, etc.) unless otherwise mandated by the respective Regional Superintendent.

A. PURCHASING TANGIBLE PERSONAL PROPERTY (NON-SMART PURCHASES)

1. All non-consumable tangible personal property with a unit value of \$1,000 or greater must be ordered through the District’s Purchasing system utilizing appropriate coding. (*Exhibit 1 - Detailed procedures for purchasing and receiving*)
2. When ordering tangible personal property, locations are **prohibited** from purchasing items in “lots”, “bundles”, or “attached lists”. The acquisition of tangible personal property using P-Cards is also prohibited. In order to accurately account for each property item electronically, tangible personal property must be ordered on unique lines of a requisition, and the appropriate delivery address should be noted. The Procurement & Logistics Operations Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.
3. When tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system. When receiving items online that do not have a manufacturer assigned serial number, the word “NONE” should be utilized. The Accounting & Financial Reporting Department -Capital Assets assigns a District assigned serial number (for items without manufacturer’s serial number) when the site’s inventory coordinator emails the PNI report for items with serial number “NONE” to the Accounting & Financial Reporting Department -Capital Assets Department.
4. The property custodian or the designee must run the PNI 811(Property & Inventory) report to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting Department - Capital Assets via email to the “Capital Assets Conference.” This includes necessary changes to the item description, serial

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number, or quantities received. If an asset is uploaded as a bulk in the Asset Management System, a Detailed Asset Breakdown Form (*Exhibit 9-Detailed Asset Breakdown Form*) must be submitted to the “Capital Assets Conference” by the Property Custodian or the Designee. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting Department- Capital Assets to correct the discrepancy in a timely manner.

5. All equipment should be stored in a secure location and periodically verified until it is ready for use.

A1. PURCHASING TANGIBLE PERSONAL PROPERTY – SMART PURCHASES

1. All non-consumable SMART tangible personal property must be ordered through the District’s Purchasing system utilizing appropriate coding. (*Exhibit 2 - Detailed procedures for SMART purchasing and receiving*). Property purchased through the SMART program with a value of more than \$100 shall be recorded in the Asset Management System in SAP.
2. When ordering SMART tangible personal property, locations are **prohibited** from purchasing items in “lots”, “bundles”, or “attached lists”. The acquisition of tangible personal property using P-Cards is also prohibited. SMART purchases must only be ordered via SMART Standard Requisitions/PO’s (PO’s beginning with #42). The Procurement & Logistics Operations Department will reject all requisitions for tangible personal property not complying with appropriate guidelines.
3. SMART tangible personal property purchase request must be assigned by SMART GL accounts.
4. When SMART tangible personal property is received on-line, the individual must process the goods receipt for each item separately and record the unique serial number for each property item within the system regardless of cost. When receiving items online that do not have a manufacturer assigned serial number, the word “NONE” should be utilized. The Accounting & Financial Reporting Department- Capital Assets assigns the district assigned serial number (for items without manufacturer’s serial number) when the inventory coordinator emails the PNI report with serial number “NONE” to the Accounting & Financial Reporting Department Capital Assets.

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5. The property custodian or the designee must run the PNI 811 (Property & Inventory) report to verify the accuracy of the information associated with the property records. Any corrections required to the asset record should be promptly reported to Accounting & Financial Reporting - Capital Assets via email to the "Capital Assets Conference." This includes necessary changes to the item description, serial number, or quantities received. If an asset is uploaded as a bulk in the Asset Management System, a Detailed Asset Breakdown Form (*Exhibit 9-Detailed Asset Breakdown Form*) must be submitted to the "Capital Assets Conference" by the Property Custodian or the Designee. Additionally, if the tangible personal property has not been received at the location, and the asset record was mistakenly created for this location, the property custodian should immediately notify Accounting & Financial Reporting Department - Capital Assets to correct the discrepancy in a timely manner.
6. All equipment should be stored in a secure location until it is ready for use.

B. TRANSFERRING TANGIBLE PERSONAL PROPERTY

1. When a location is permanently transferring tangible personal property to another location, the property custodian is required to execute a 3290A Transfer/Surplus/Disposal Form (*Exhibit 3-TRANSFER/SURPLUS/DISPOSAL FORM*).
2. The 3290A Transfer/Surplus/Disposal Form must list the Acquisition date, Inventory Number, equipment description, serial number, Purchase order number, and unit cost for each property item being transferred.
3. The 3290A Transfer/Surplus/Disposal Form must then be signed by both property custodians (issuing and receiving).
4. In the event the tangible personal property can be relocated without the assistance of B-Stock, the receiving property custodian should then forward the 3290A Transfer/Surplus/Disposal Form to Accounting & Financial Reporting Department - Capital Assets Conference (BCPSCapitalAssets@browardschools.com) and copy to the issuing property custodian.
 - a. Accounting & Financial Reporting Department - Capital Assets will modify the property records to reflect the transfer of the applicable tangible personal property.
 - b. Within five business days of receiving documents, the transfer request will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property

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- custodian should verify the applicable property records that have been updated in the PNI 811 (Property & Inventory) report.
- c. The locations should maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.
5. In the event assistance is required to relocate the tangible personal property, the issuing property custodian should forward the 3290A Transfer/Surplus/Disposal Form to B-Stock at the Warehousing services and copy to the receiving location.
- a. B-Stock will then arrange for the physical transfer of the tangible personal property. The issuing and receiving locations should ensure the actual tangible personal property corresponds to the information identified on the 3290A Transfer/Surplus/Disposal Form at the time of pick-up and delivery.
 - b. B-Stock will forward the 3290A Transfer/Surplus/Disposal Form along with the B-stock Transfer form to the receiving location. (See *Exhibit 11-SAMPLE B-STOCK TRANSFER FORM*) Receiving location then forward 3290A Transfer/Surplus/Disposal form and B-Stock Transfer form to “Capital Assets Conference” (BCPSCapitalAssets@browardschools.com) and copy to the issuing property custodian.
 - c. Within five business days of receiving documents, the transfer request will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify the applicable property records have been updated in the PNI 811(Property & Inventory) report.
 - d. The locations must maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent inventory audits. Transfer documentation that is greater than 90 days old will not be accepted during the property audit of tangible personal property.

C. SURPLUS OF TECHNOLOGY PROPERTY

- 1. Periodically, the location should arrange to surplus any obsolete or damaged technology property in order to maintain a safe and functional environment for students and staff. The final disposition will result in the records being modified to reflect the equipment’s removal. Locations shall surplus Technology property in accordance with their self-inventories conducted semi-annually (See *L. CONDUCTING SEMI-ANNUAL INVENTORIES*).

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2. The location should complete a 3290A Transfer/Surplus/Disposal Form to identify the technology related property to be salvaged. The 3290A Transfer/Surplus/Disposal Form must list the acquisition date, Inventory Number, equipment description, serial number, purchase order number, and unit cost for each property item being surplussed. The 3290A Transfer/Surplus/Disposal Form must then be signed and dated by the property custodian.
3. The location must verify if there is any useful life or net book value for the surplussed Technology Property. A work order stating "Beyond Economical Repair" must be included when submitting the documents to Accounting & Financial Reporting Department.
4. The Location must follow the protocol of the iiQ B-/stock Technology Surplus process.
5. Issuing location will then forward the 3290A Transfer/Surplus/Disposal Form, Warehousing Services Assistance Request Form, Work order stating "Beyond Economical Repair" for the surplussed property with a remaining useful life or net book value to "Capital Assets Conference" (BCPSCapitalAssets@browardschools.com) for processing.
6. The Accounting & Financial Reporting Department - Capital Assets will process the 3290A Transfer/Surplus/Disposal Form to remove the property records from the location's property inventory and will replace it with 9613-S.
7. Within five business days of receiving notification, the 3290A Surplus/Transfer Form will be processed by Accounting & Financial Reporting Department - Capital Assets, and locations will be contacted for any additional information. The property custodian should verify that the property records have been removed from the PNI 811(Property & Inventory) Report.
8. The Accounting & Financial Reporting Department - Capital Assets will retire these assets placed in 9613-S in the PNI with the approval of the School Board. The location 9613-S signifies that the asset is prepared for its final disposition; however, it is currently on hold pending approval from the School Board.
9. The location must maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent property and inventory audits. Active review of the records should assist property custodians in limiting unrecognized errors.

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D. SURPLUS OF NON-TECHNOLOGY PROPERTY

1. Periodically, the location should surplus any obsolete or damaged non-technology property in order to remove these records from their property inventory. Locations shall surplus non-technology property in accordance with their self-inventories conducted semi-annually (*See L. CONDUCTING SEMI-ANNUAL INVENTORIES*).
2. The location should complete a 3290A Transfer/Surplus/Disposal Form to identify the tangible personal property to be salvaged.
3. The 3290A Transfer/Surplus/Disposal Form must list the acquisition date, Inventory Number), equipment description, serial number, purchase order number, and unit cost for each property item being surplussed. The 3290A Transfer/Surplus/Disposal Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.
4. The location should make a copy of the 3290A Transfer/Surplus/Disposal Form(s) for their record and forward the copy to B-Stock, at the Warehouse.
5. The B-Stock will arrange to pick up the tangible personal property designated for surplus from the applicable location. A work order document will be provided to the property custodian at each location to certify removal activity.
6. After confirming the pick-up of the property items, B-Stock will forward the 3290A Transfer/Surplus/Disposal Form along with the B-stock pick-up acknowledgment form to the issuing location. The Issuing location will then forward the 3290A Transfer/Surplus/Disposal Form and the B-Stock pick-up acknowledgment form to "Capital Assets Conference" (BCPSCapitalAssets@browardschools.com) for processing.
7. Accounting & Financial Reporting Department - Capital Assets will process the 3290A Transfer/Surplus/Disposal Form to remove the property records from the location's property inventory and will replace it with 9613-S. The location 9613-S signifies that the asset is prepared for its final disposition; however, it is currently on hold pending approval from the School Board.
8. Within five business days of receiving notification, the 3290A Transfer/Surplus/Disposal Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify that the property records have been removed from the PNI 811(Property & Inventory) Report.

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9. Accounting & Financial Reporting Department - Capital Assets will retire these assets which were placed in 9613-S in the PNI as per the approval of the School Board.
10. The location must maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent property and inventory audits. Active review of the records should assist property custodians in limiting unrecognized errors.

E. SURPLUS OF BUSES, VEHICLES AND TRAILERS PROPERTY

To enhance the accountability associated with Property and Inventory, the procedures for the surplus of buses, vehicles, and trailers require the following steps:

1. The location must complete a 3290A Transfer/Surplus/Disposal Form to identify buses, vehicles, and trailers to be salvaged.
2. The 3290A Transfer/Surplus/Disposal Form must list the acquisition date, Inventory Number, equipment description, serial or VIN number, purchase order number and unit cost for each property item being surplussed. The 3290A Transfer/Surplus/Disposal Form must then be signed and dated by the property custodian and adequate explanation/documentation provided for surplussing the tangible personal property.
3. The Issuing location will then forward the 3290A Transfer/Surplus/Disposal Form to "Capital Assets Conference" (BCPSCapitalAssets@browardschools.com) for processing.
4. Within five business days of receiving notification, the 3290A Transfer/Surplus/Disposal Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information.
5. Accounting & Financial Reporting Department-Capital Assets will process the 3290A Transfer/Surplus/Disposal Form to remove the property records from the location's property inventory and will replace it to 9613-S. The location 9613-S signifies that the asset is prepared for its final disposition; however, it is currently on hold pending approval from the School Board.
6. The property custodian should verify that the property records have been removed from the PNI (Property & Inventory) 811 Report.

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7. Accounting & Financial Reporting Department-Capital Assets will retire these assets which were placed in 9613-S in the PNI following the approval of the School Board.
8. The location must maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent property and inventory audits. Active review of the records should assist property custodians in limiting unrecognized errors.

F. SURPLUS OF MOLD AND MILDEW PROPERTY

1. The Location should submit an Indoor Air Quality (IAQ) Assessment Request through the Environmental Health & Safety Department.
2. Environmental Health & Safety Department will provide a dumpster to the location after the Indoor Air Quality Assessment.
3. Any areas or equipment that have been officially deemed condemned due to the presence of mold and mildew must be properly disposed of. This disposal should only be conducted by a vendor who has been approved for this type of work, or by personnel who have been specifically designated and trained for safe handling and removal. This ensures the process follows safety regulations and prevents further contamination.
4. The location should complete a 3290A Transfer/Surplus/Disposal Form to identify the items to be discarded in the dumpster. The 3290A Transfer/Surplus/Disposal Form must list the acquisition date, Inventory Number, equipment description, serial number, purchase order number, and unit cost for each property item being surplus. The 3290A Transfer/Surplus/Disposal Form must then be signed and dated by the property custodian.
5. An explanation/memo should be prepared by the property custodian for the disposal of mold & mildew property.
6. Location should submit the 3290A Transfer/Surplus/Disposal Form, approval letter from the Environmental Health & Safety Department and the memo prepared by the Property Custodian to "Capital Assets Conference" (BCPSCapitalAssets@browardschools.com) for processing. Accounting & Financial Reporting Department - Capital Assets will process the 3290A Transfer/Surplus/Disposal Form to remove the property records from the location's property inventory and will replace it to 9613-S. The location 9613-S signifies that the

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asset is prepared for its final disposition; however, it is currently on hold pending approval from the School Board.

7. Within five business days of receiving notification, the 3290A Transfer/Surplus/Disposal Form will be processed by Accounting & Financial Reporting Department - Capital Assets and locations will be contacted for any additional information. The property custodian should verify that the property records have been removed from the PNI (Property & Inventory) 811 Report.
8. Accounting & Financial Reporting Department-Capital Assets will retire these assets which were placed in 9613-S in the PNI as per the approval of the School Board. The location 9613-S signifies that the asset is prepared for its final disposition; however, it is currently on hold pending approval from the School Board
9. The location must maintain copies of all pertinent documentation for their files to facilitate any necessary reconciliation during subsequent property and inventory audits. Active review of the records should assist property custodians in limiting unrecognized errors.

G. DISPOSAL OF ITEM WITH A NET BOOK VALUE

1. For Technology items, if there is any remaining useful life or netbook value, the items must be sent to the Technology department for repair. The Technology department will provide a report stating that “**Beyond Economical Repair**” must be attached with the 3290A Transfer/Surplus/Disposal Form.
2. For non-technology items, a repair quote that exceeds the affordable cost and the memo from the Principal/Director must be attached with the 3290A Transfer/Surplus/Disposal Form.

H. REPORTING MISSING OR STOLEN TANGIBLE PERSONAL PROPERTY

1. All locations must take appropriate measures to ensure the safekeeping of all tangible personal property. This includes securing all high-theft equipment during hours of non-operation.
2. Tangible personal property should be designated to individual staff who are requested to effectively secure and oversee the equipment. These individuals must immediately report any missing or stolen tangible personal property to appropriate administrative

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personnel. Additionally, tangible personal property that is not utilized on a day-to-day basis should be stored in a secured location, and the appropriate staff should physically verify the property as needed to provide the most effective means of securing tangible personal property.

3. In the event of theft/vandalism or missing tangible personal property, the property custodian will report the loss to the Broward District Schools Police Department (BDSPD) and the local authorities at the time of the incident. As a component of the police report and the BDSPD's Immediate Notification Form (*See Exhibit 5-Immediate Notification Form*), the location must provide all applicable property and serial numbers of the missing or stolen tangible personal property along with a narrative of the event. This should be completed **within two business days** from when the incident is known or should have been known.
4. The location must then complete a **3290 Missing/Stolen/Acquisition Form** listing all the tangible personal property items which were missing or stolen. The form must contain all the appropriate identifiable information and be signed by the property custodian.
5. The original **3290 Missing/Stolen/Acquisition Form** with a copy of the Immediate Notification Form and the police report attached, should then be forwarded to "Capital Assets Conference" (BCPSCapitalAssets@browardschools.com) for record amendment. After allowing an appropriate period of time for the loss to be processed, the location should verify that the applicable property records have been amended to reflect the loss in the PNI 811 (Property & Inventory) report. In the event property records have not been appropriately amended, the location should follow-up with Accounting & Financial Reporting Department - Capital Assets to ascertain the processing status of the submitted documentation.
6. The location must maintain copies of all pertinent documentation for their files in order to efficiently facilitate any necessary reconciliation during subsequent property and inventory audits. Active review of the records should assist property custodians in limiting unrecognized errors.
7. During the month of April, Accounting & Financial Reporting Department-Capital Assets will retire the items that were flagged as missing or stolen for more than two years.
8. A record of all reported losses will be maintained by the district for the purpose of analyzing loss trends. In the event there is a trend of loss at the same location, or any individual loss event is significant in magnitude, a review of the circumstances involved with the loss will be conducted in an effort to prevent similar losses in the

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future. This review will be conducted by representatives from the following departments: Broward District Schools Police, Risk Management, and Information & Technology. Following the review, recommendations will be made to enhance the security measures at the location in an effort to prevent similar losses in the future. These recommendations may include, but are not limited to:

- a. Modification to the receipt and storage of asset equipment at the location
- b. Modification of existing surveillance systems within the location
- c. Installation of additional security devices/equipment at the location
- d. Increased frequency of self – inventories of asset equipment
- e. Installation of passive or active security devices within high-risk equipment items

These recommendations are not a component of the property and inventory audit performed by the Office of the Chief Auditor.

I. REPORTING OF NEWFOUND/DONATED ITEMS

- 1. Any item donated to the school or department with a value of \$1,000.00 or more is considered high risk. These items require special reporting to ensure they are properly tracked and managed.
- 2. Upon receipt of a donated item valued at \$1,000.00 or more, the staff member responsible must complete a 3290 Missing/Stolen/Equipment Acquisition Form and submit it to “Capital Assets Conference” (BCPSCapitalAssets@browardschools.com)
- 3. If the school or department physically discovers any new item (not previously listed in the PNI 811) with a value greater than \$1,000.00, it must be promptly reported. Complete a 3290 Missing/Stolen/Equipment Acquisition Form, providing all relevant details about the item and submit it to “Capital Assets Conference” (BCPSCapitalAssets@browardschools.com) for processing.

J. TANGIBLE PERSONAL PROPERTY DOCUMENTATION BY DESIGNEES

- 1. School Board policy **3204: PROPERTY ACCOUNTABILITY AND RESPONSIBILITY** designates that principals shall be the custodians of tangible personal property at the schools and that directors shall be the custodians of tangible personal property for the county support services departments.

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2. Principals and Directors are to execute all documentation associated with tangible personal property.
3. Principal and Director Designees may execute documentation associated with tangible personal property in the absence of a property custodian in order to avoid disruption of daily operations. In such instances, the property custodian must also sign such documentation upon their return to the location, or as soon as practical.

K. ASSIGNMENT OF TANGIBLE PERSONAL PROPERTY TO STAFF/STUDENTS

1. It is recognized that tangible personal property will be assigned to staff/students for temporary removal of the property from the primary operational site location. In such instances, a Property Pass (*See Exhibit 6-PROPERTY PASS TO STAFF*) and (*Exhibit 7-PROPERTY PASS TO STUDENTS*) must be executed to document the assignment and removal of capital equipment from the location.
2. A unique Property Pass must be completed for each piece of tangible personal property removed from the location.
3. Property Passes must be updated annually or as needed to ensure the physical accounting and proper return of the district's capital equipment.

L. CONDUCTING SEMI-ANNUAL INVENTORIES

1. All locations are minimally required to conduct semi-annual inventories to ensure the district's property records are accurately maintained and updated. This includes the high-risk property items maintained within the secondary database established by the location.
2. The location must run the PNI 811 (Property & Inventory) report from SAP.
3. Appropriate staff will physically verify that each property item listed on the PNI 811 report is accounted for on premises or there is a current Property Pass executed for tangible personal property assigned to individuals.
4. Locations shall surplus tangible personal property in accordance with conducting their self-inventories.

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5. After completing the self-inventory, the property custodian shall complete the Semi-Annual Inventory Form located in the BCPS Central V2.0. <http://Broward.k.12.fl.us/ospa/ospa-central2/>. (EXHIBIT 8-SEMI-ANNUAL INVENTORY). After saving the form, the location must print a hard copy of their records.

M. PROPERTY AUDITS OF TANGIBLE PERSONAL PROPERTY

1. Periodically, the Office of the Chief Auditor (OCA) will conduct a property and inventory audit for locations. The purpose of this audit will be to verify the physical presence of tangible personal property designated on a location's property inventory and to ensure appropriate controls are in place to safeguard the location's tangible personal property. This will include a cursory review of the safeguards associated with high-risk items maintained within the location's secondary database (as previously defined by this Business Practice Bulletin). Accounting & Financial Reporting Department - Capital Assets will be notified by OCA when a location is being audited and upon completion of the audit so that the property records for the location are not altered during the duration of an audit.
2. OCA staff will then issue a preliminary report identifying the property items which could not be physically located or did not have appropriate documentation to support their absence.
3. The location will be provided a reconciliation period to locate the unaccounted tangible personal property or provide supplemental documentation to substantiate their physical location.
4. The OCA will then issue a final audit report to the property custodian, identifying the final discrepancy list and outlining any material weaknesses associated with the location's inventory control. A copy of the final discrepancy report will also be forwarded to "Capital Assets Conference" BCPSCapitalAssets@browardschools.com in order to amend the property records as deemed appropriate.
5. For any new/found tangible personal property listed on the final audit discrepancy report with a historical cost/estimated value of \$1,000 or more, the location must forward a **03290 Missing/Stolen/Acquisition Form** signed by the property custodian with invoices or estimated values authorizing Accounting & Financial Reporting Department - Capital Assets to add these property items to the Asset Management System in SAP.

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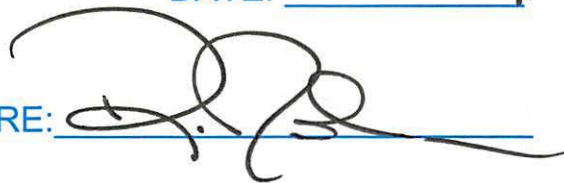
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6. The property custodian must provide a response to the final report findings via the respective Regional Superintendent/Chief, outlining a corrective action plan designed to address the property audit exceptions and improve operational standards at the location.
7. The respective Regional Superintendent/Chief must then provide written correspondence to the OCA confirming their support of the action plan. This correspondence will be included in the final audit report.
8. The complete property audit will then be presented to the District's Audit Committee at their next regularly scheduled meeting.
9. The property audit report will subsequently be transmitted to the School Board at a regularly scheduled School Board meeting.

APPROVED BY: CABINET

DATE: 4/29/26

CABINET MEMBER SIGNATURE: _____



PROCUREMENT

Instructions for purchasing and receiving can be found in the Procurement manual in the ERP

sharepoint:

- 1) Go to <https://browardcountyschools.sharepoint.com/sites/Procurement/SitePages/Procurement%20&%20Warehousing%20Services.aspx>
- 2) Click on Training Manuals & Reference Guides



TRAINING DOCUMENTS

<input checked="" type="checkbox"/> <input type="checkbox"/>	Name	Modified	Modified By
<input type="checkbox"/>	Maximo	... February 19, 2020	Shaun Yset
<input type="checkbox"/>	PCard Program	... January 30, 2020	Deeana J. Lowe-Chin Rowe
<input type="checkbox"/>	Publix Business Account	... March 5, 2020	Shaun Yset
<input type="checkbox"/>	PWS Announcement Alerts	... February 26, 2020	Shaun Yset
<input type="checkbox"/>	Requisitioner Training	... January 31, 2020	Deeana J. Lowe-Chin Rowe
<input type="checkbox"/>	Requisitions & Purchase Orders	... January 30, 2020	Deeana J. Lowe-Chin Rowe
<input type="checkbox"/>	Sourcing Request	... July 10, 2024	Genira Infante
<input type="checkbox"/>	Warehousing Svcs	... January 31, 2020	Deeana J. Lowe-Chin Rowe

2

REQUISITION PROCEDURES FOR SMART AND GENERAL OBLIGATION BOND (GOB) FUNDS ONLY

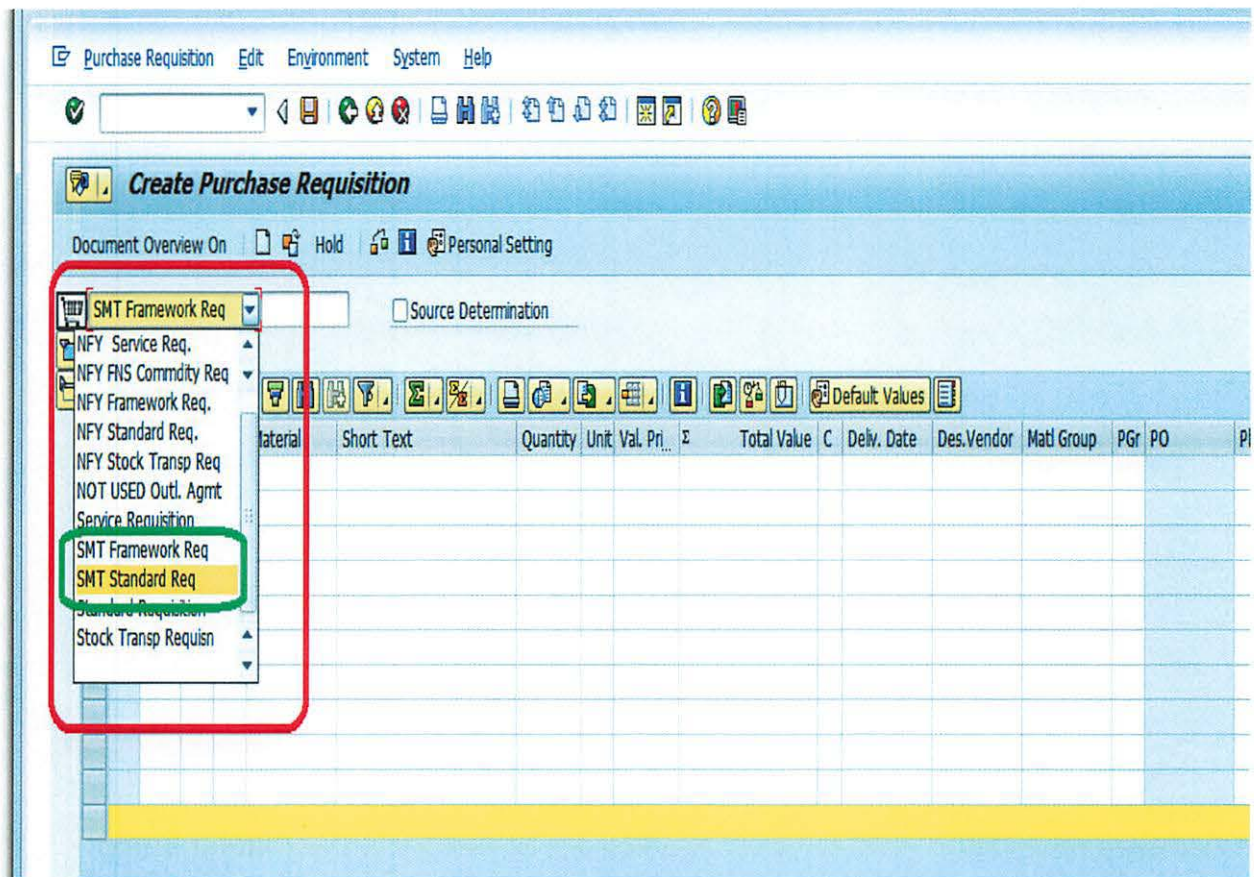
Follow the instructions and guidelines in this document to place orders for SMART and/or GOB purchases. Please note that there are different document types to use when creating requisitions for SMART/GOB orders. These document types must be used when creating SMART/GOB orders. The number sequence for requisitions and Purchase Orders for SMART/GOB orders will be different than Non SMART/GOB orders. Capital Budget will budget funds by location and instruct those locations in which fund to apply to the SMART/GOB requisition. Refer to Business Practice Bulletin O-100 – Procedure for Property & Inventory Control for updates on the SMART/GOB procedures

1. SMART/GOB Purchase Requirements:

- A. Purchases must be assigned the appropriate GL account as listed herein
- B. Items cannot be ordered in lots, bundles or attached lists
- C. Ship to address must include location within the building (room/fish number)
- D. P – Cards are not to be used with Smart/Bond Funds

2. SMART/GOB Document Type:

- A. DO NOT mix Smart/GOB and non-Smart/GOB items on the same requisition
- B. Use document type SMT Standard for standard SMART/GOB requisition orders (see illustration)
- C. Use document type SMT Framework for framework SMART/GOB requisition orders (see illustration)



3. SMART Numbering Sequence:

- A. SMT requisitions will begin with 30xxxxxx
- B. SMT standard PO's will begin with 42
- C. SMT framework PO's will begin with 85

4. Capital Projects Fund (Major Fund)/WBS Element:

- A. Separate Capital Projects funds will be utilized for each GOB. Fund 3541 will be used for GOB1, 3542 for GOB2. Please contact Capital Budget for the correct fund to use
- B. WBS Element or Functional Area (for Technology) will be utilized per SMART/GOB project
 - I. Capital Budget to provide WBS Element and Functional Area data to use when ordering/tracking SMART/GOB expenditures

5. SMART/GOB Capitalized General Ledger (GL) accounts:

- A. Technology Equip.: Computer Equipment \$1,000 or more, use [56430100](#)
- B. Other Equip.:
 - I. Audio Visual Material \$1,000 or more, use [56210100](#)

- II. Furniture, Fixtures & Equipment \$1,000 or more, use 56410100
- C. Software \$1,000 or more use 56910100
- D. Building, Fixed Equipment, Land and Remodeling/Renovations:
 - I. Buildings & Fixed Equipment, use 56310100
 - II. Land, use 56610100
 - III. Capitalized Improvement other than Bldg. (Short Term), use 56710100
 - IV. Capitalized Improvement other than Bldg. (Long Term), use 56730100
 - V. Capitalized Permanent Land Improvements, use 56740100
 - VI. Capitalized Remodeling/Renovations, use 56810100
 - VII. Buses and motor vehicles, use 56510100 (buses) and 56520100 (motor vehicles)
 - VIII. WBS Element or Functional Area data will be used per Project and will be provided by Capital Budget

6. SMART/GOB Non-Capitalized (\$999.99 or less) General Ledger (GL) accounts:

- A. Computer Equipment Non-Trackable \$999.99 or less, use 56440100
(Includes but is not limited to keyboards, mice, wiring and other similar technology/accessories not tracked per PROP)
- B. Computer Equipment Trackable \$999.99 or less, use 56441100
(Includes but is not limited to, ipads, tablets, laptops, desktops, printers, interactive white boards and interactive flat panel displays. Expenditures recorded using this GL account code will be tracked)
- C. Other Equip.:
 - I. Library Books, use 56110100
 - II. Audio Visual Material \$999.99 or less, use 56220100
 - III. Furniture, Fixtures & Equipment \$999.99 or less Non Trackable, use 56420100
 - IV. Furniture, Fixtures & Equipment \$999.99 or less Trackable, use 56421100 (musical instruments)
 - V. Software \$999.99 or less, use 56920100
- D. Buildings, Fixed Equipment, Land and Remodeling/Renovations:
 - I. Non-Capitalized Improvement other than Bldg. (SMART Off site), use 56720100
 - II. Non-Capitalized Remodeling/Renovations, use 56820100

7. Tangible Personal Property (TPP) and non-TPP SMART/GOB purchases over/under \$1,000

- A. TPP is defined as items with account coding 5611, 562X, 564X and 569X
- B. Receiving for TPP trackable over/under \$1,000
 - I. Serial numbers are required to be recorded for all TPP received, regardless of cost
 - II. Receiving personnel must review WBS or Functional area coding to determine funding source (SMART or GOB)
- C. SMART/GOB TPP in PROP over/under \$1,000
 - I. SMART or GOB purchases will have a separate sequential BPI number to identify type of purchase
 - II. The "Location" field will use an identifier of GOBx or SMTx to identify the type of purchase
 - III. The "Project" field will be used to track the actual physical location of the asset purchase
 - IV. These items shall follow the same Surplus and Transfer forms process and procedures as indicated in Business Practice Bulletin O-100.

8. Charter Schools and SMART/GOB:

- A. Fixed assets will be purchased directly by BCPS for Charter Schools following the same process and procedures as indicated in this document
- B. Charter Schools must follow the same budget mechanism as used for other Charter School purchases
- C. Business Support Center (BSC) personnel will create purchase requisitions following guidelines specified for Charter Schools
- D. Purchases will be tracked by Cost Center. All technology/electronic equipment (i.e. monitors, docking stations, etc.) will be tracked
- E. Office of Chief Auditor shall be notified of all items shipped to Charter Schools

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 CAPITAL ASSETS ACTIVITY FORM
 FORM 3290A – TRANSFER/SURPLUS/DISPOSAL FORM

EXHIBIT 3

SELECT FORM TYPE:	TRANSFER
--------------------------	----------

REMOVAL ASSISTANCE REQUIRED	N/A
------------------------------------	-----

ISSUING LOCATION #: _____
 LOCATION NAME: _____
 CONTACT NAME: _____
 PHONE #: _____

RECEIVING LOCATION #: _____
 LOCATION NAME: _____
 CONTACT NAME: _____
 PHONE #: _____

	ACQUIRED ON	INVENTORY NUMBER	DESCRIPTION	SERIAL NUMBER	PURCHASE ORDER #	UNIT COST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

ISSUED BY: <small>(INVENTORY COORDINATOR/TLC)</small>	PRINT NAME	SIGN	DATE
---	------------	------	------

ISSUED APPROVED BY: <small>(DIRECTOR/PRINCIPAL)</small>	PRINT NAME	SIGN	DATE
---	------------	------	------

DELIVERD BY: <small>(TLC/Custodian)</small>	PRINT NAME	SIGN	DATE
---	------------	------	------

RECEIVED BY: <small>(DIRECTOR/PRINCIPAL)</small>	PRINT NAME	SIGN	DATE
--	------------	------	------

**INSTRUCTIONS FOR CAPITAL ASSETS ACTIVITY FORM
3290A-TRANSFER/SURPLUS/DISPOSAL FORM**

EXHIBIT 3

<p>Issuing Location Number: Four-digit number for the location (school/department) where the property is currently located.</p> <p>Location Name: Type the location name (school/department) where the property is currently located.</p> <p>Contact Name: Type in the name of the person in control of the property.</p> <p>Phone #: Type in Phone number where the contact can be reached.</p>	<p>Receiving Location Number: Four-digit number for the location (school/department) where the property will be sent to.</p> <p>Location Name: Type the location name (school/department) where the property will be sent to.</p> <p>Contact Name: Type in the name of the person who will take control of the property.</p> <p>Phone #: Type in Phone number where the contact can be reached.</p>
--	---

Information on fields:

- A) Acquisition on: Date when the item was acquired.
- B) Inventory Number: Identifying inventory number assigned by Capital Assets.
- C) Description: Brief Description of the item.
- D) Serial Number: Enter serial number of item
- E) Purchase Order: Enter the purchase order number of the item.
- F) Unit Cost: Enter the dollar value of each item.

ISSUED BY: Print the name of the Inventory Coordinator/TLC. Digitally sign the document. Select the date.

ISSUED APPROVED BY: Print the name of the Custodian (Director/Principal). Digitally sign the document. Select the date.

DELIVERD BY: Print the name of the Inventory Coordinator/TLC/B-STOCK. Digitally sign the document. Select the date.

RECEIVED BY: Print the name of the Custodian (Director/Principal). Digitally sign the document. Select the date.

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CAPITAL ASSETS ACTIVITY FORM
FORM 03290 – MISSING/STOLEN/ACQUISITION FORM

EXHIBIT 4

SELECT FORM TYPE:	ACQUISITION
DATE OF LOSS:	

IMMEDIATE NOTIFICATION FORM ATTACHED
POLICE REPORT ATTACHED

YES
YES

LOCATION NUMBER: _____
LOCATION NAME: _____
CONTACT NAME: _____
PHONE #: _____

	ACQUIRED ON	INVENTORY NUMBER	DESCRIPTION	SERIAL NUMBER	PURCHASE ORDER #	UNIT COST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

PREPARED BY: _____
(INVENTORY COORDINATOR/TLIC)
PRINT NAME SIGN DATE

APPROVED BY: _____
(DIRECTOR/PRINCIPAL)
PRINT NAME SIGN DATE

NAME OF THE DONOR: _____
(VENDOR, PTO, ETC)
PRINT NAME ADDRESS DATE

**INSTRUCTIONS FOR CAPITAL ASSETS ACTIVITY FORM
03290-MISSING/STOLEN/ACQUISITION FORM**

EXHIBIT 4

Select Form Type: Select the Type of form from the dropdown arrow	Immediate Notification Form Attached: Select from the Drop-down arrow.
Date of Loss: Enter the date the property was missing/stolen.	Police Report Attached: Select from the Drop-down arrow.

Location Number: Four-digit number for the location

Location Name: Type the location name (school/department) where the property is currently located.

Contact Name: Type in the name of the person in control of the property.

Phone #: Type in Phone number where the contact can be reached.

Information on fields:

A) Acquisition on: Date when the item was acquired.

B) Inventory Number: Identifying inventory number assigned by Capital Assets.

C) Description: Brief Description of the item.

D) Serial Number: Enter serial number of item

E) Purchase Order: Enter the purchase order number of the item.

F) Unit Cost: Enter the dollar value of each item.

Prepared By: Print the name of the Inventory Coordinator/TLC. Digitally sign the document. Select the date.

Approved By: Print the name of the Custodian (Director/Principal). Digitally sign the document. Select the date.

Name of the Donor: Print the name of the donor if it is an Acquisition by donation. Digitally sign the document. Select the date.

Do not fill out online
Download and open in Adobe Reader

(77 A) - ATTACHMENT

BROWARD COUNTY SCHOOLS POLICE
IMMEDIATE NOTIFICATION FORM

Complete form for serious incidents, property loss/damage EMAIL to BCSP_Notifications@browardschools.com

REPORTING INFORMATION	
School/Site _____	Incident _____
Telephone # _____	Terms Event # _____
Area <input type="checkbox"/> N <input type="checkbox"/> C <input type="checkbox"/> S	Date of Incident _____ Time of Incident _____
Principal Administrator _____	Incident Occurred <input type="checkbox"/> On Campus <input type="checkbox"/> Off Campus
Name of Complainant _____	<input type="checkbox"/> Student <input type="checkbox"/> Employee <input type="checkbox"/> Parent <input type="checkbox"/> Other
GANG RELATED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> REQUIRES FURTHER INVESTIGATION	

DETAILS OF INCIDENT

Victim (s):						
Name _____	SID _____	Grade _____	R _____	S _____	DOB _____	PH# _____
Name _____	SID _____	_____	_____	_____	_____	_____
Suspect (s):						
Name _____	SID _____	_____	_____	_____	_____	_____
Name _____	SID _____	_____	_____	_____	_____	_____
<small>(Please use additional sheets if necessary.)</small>						
Describe Incident/Injuries: _____ _____ _____						
Describe Property Loss/Damage: _____ _____ _____						
Police Notified <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Agency _____	Report # _____				
Paramedics <input type="checkbox"/> Yes <input type="checkbox"/> No						
Signature of Reporting Administrator: _____						

BCSP OFFICE USE ONLY	
Investigation Assigned By: _____	Date: _____
Officer Assigned: _____	Officer Notes: _____ _____ _____
Final Incident Determination: _____	



The School Board of Broward County, Florida
PARENT/STUDENT OFF CAMPUS USE AGREEMENT/PROPERTY PASS

PLEASE CHECK THE BOXES BELOW IF YOUR CHILD MEEETS THE CONDITIONS

- Student Gets Free/Reduced Lunch
- Student Currently Has No Computing Device At Home

STUDENT NAME	STUDENT NUMBER	START DATE	EXPECTED RETURN DATE

The above-name student is authorized to remove and use, subject to the conditions established in School Board Policy #5306, the Technology Use Policy contained in The Code of Student Conduct, and Florida Statute 274, the tangible personal property described below:

PROPERTY DESCRIPTION	BPI NUMBER	DEVICE NAME	SERIAL NUMBER

If computing devices need to be distributed by your child’s school, please read the following and sign. By signing below, the parent(s)/guardian(s) of the student named above agree(s) to the following conditions to allow his/her child to bring home a device owned by The School Board of Broward County, Florida, hereafter referred to as SBBC:

- Ensure that the SBBC device is not sold, traded, or pawned and understand that the SBBC device is asset tagged internally so that it can be tracked by the police.
- Agree that the school issued device and power adapter remain the property of SBBC and must be returned by the expected return date indicated on this form in good, working condition.
- If the student leaves to go to another school, including a school within Broward County Public Schools, a private school, or any school outside of Broward County, the device must be returned to the original issuing school before final academic transfer papers are sent to the new school.
- Assume total responsibility for the SBBC device from the time it leaves the school until it returns to the school.
- Ensure that the SBBC device is used only for school assignments and schoolwork.
- Ensure that unauthorized software will not be loaded/installed on the SBBC device.
- Ensure that there will be no tampering with the hardware or software setup of the SBBC device.
- Provide parental supervision in the use of the SBBC device for educational purposes and ensure its proper care.
- Ensure that my child does not lend the SBBC device to others.
- In case of loss or damage **due to repeated negligence or outside of the scope of normal use**, the borrower will replace equipment at original purchase price to SBBC.
- Content filtering is provided when on the SBBC provided network. Parent(s)/Guardian(s) will monitor student use, especially internet activity, while outside the SBBC filtered network. The device should be used at home in locations that can be easily monitored and supervised by a parent or guardian. **Parent(s)/Guardian(s) assume(s) responsibility for the use of the device and acknowledge(s) that any unauthorized use, especially internet activity, may subject the student to disciplinary action.**

I, the parent(s)/guardian(s) acknowledge receipt of the above referenced SBBC device and affirm that I will enforce and ensure compliance with these requirements while the SBBC device is used by my child until it is returned to the school.

Parent Name(s): _____ (PLEASE PRINT) _____

Parent Signature(s): _____

The Code of Student Conduct can be found at: <https://www.browardschools.com/codeofconduct>

Policy 5306 can be found at: <https://web01.browardschools.com/sbbcpolicies/docs/P5306,000.pdf>

Chapter 274, Florida Statutes can be found at:
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0274/0274.html

DR. ANGELA R. FULTON
DEPUTY SUPERINTENDENT, TEACHING & LEARNING

PHONE: 754-321-2100 **FAX:** 754-321-2701 **EMAIL:** afulton@browardschools.com

December 11, 2024

TO: All Principals

FROM: Regional/Assistant Superintendents
Teaching & Learning

VIA: Dr. Angela R. Fulton
Deputy Superintendent, Teaching & Learning

SUBJECT: SEMI-ANNUAL INVENTORY FORM

ACTION: Every school must complete the Semi-Annual Inventory Form for Property and Inventory:

1. Assign a staff designee who assists you in monitoring Property and Inventory to complete the Semi-Annual Inventory Form located in BCPS Central V2.0. <http://broward.k12.fl.us/ospa/ospa-central2/>
2. Follow the directions on the BCPS Central V2.0 Manage Users page to grant your designee access to the module: Semi-Annual Inventory Form. The form is located on the left side under the Main Menu.
3. If your school has no audit exceptions, this form must be completed and digitally signed prior to the end of each semester (January 17, 2025, and May 23, 2025). If quarterly inventories are required as a part of your school's corrective measures due to audit exceptions, this form must be completed and digitally signed before the end of the second, third, and fourth quarters.
4. Remember to review the form with your designee to ensure accuracy before signing and saving. After saving the form, print a hard copy for your records.

RATIONALE: As outlined in Business Practice Bulletin O-100, Procedure for Property & Inventory Control, Section D. 5., Conducting Semi-Annual Inventories, an on-line form has been developed to assist schools in following the procedures.

If you have any questions about the Semi-Annual Inventory Form, please contact your regional director.

ARF/JF/TT/AS/VH
Attachments

C: Dave Rhodes, Chief Auditor, Office of the Auditor
Ali Arcese, Manager, Property & Inventory Audits
Senior Leadership, Teaching and Learning

Accessing the Semi-Annual Inventory Form



- Please log into BCPS Central V 2.0
www.broward.k12.fl.us/ospa/ospa-central2/
 - Username: Your P# (p00123456)
 - Password: Password of your choosing (the first time you log in please use password1)
- Click Semi-Annual Inventory Form (under Main Navigation on the left)
- Click New Semester Check List to begin a new form.

BCPS Central V 2.0 Manage Users



☆ User

School Name B McCrums School for Advance Learning (9997)

Firstname Lastname

Email

Phone Ext

P Number Password

Position

☆ Sections user can access

IMPORTANT:
Make sure to CHECK the box on the left of the section name to grant access to the sections. The radio button governs the level of access within the section.

<input checked="" type="checkbox"/> Dashboard	<input checked="" type="radio"/> View All (Dashboards)
<input checked="" type="checkbox"/> Broward PIVOT	<input checked="" type="radio"/> Read
<input checked="" type="checkbox"/> Field trips	<input type="radio"/> Approve Validation <input type="radio"/> Write <input type="radio"/> Read
<input type="checkbox"/> Graduation Tracking	<input type="radio"/> Write <input type="radio"/> Read
<input type="checkbox"/> Active Killer Drill	<input type="radio"/> Write <input type="radio"/> Read
<input type="checkbox"/> School Opening Impact Factors	<input type="radio"/> Write <input type="radio"/> Read
<input type="checkbox"/> Manage Users	<input type="radio"/> Write <input type="radio"/> Read

Checking the box gives the user access to the section.
 Clicking the radial button indicates the level of access the user has within that section.

↑ Always verify the p# and email address are correct.
Please provide a contact phone number!

Don't forget to give the user access. →
If they do not have access to anything, they will not be able to log in!

BCPS Central V 2.0 New Semester Check List



ON THE BOTTOM OF THIS PAGE THERE WILL BE A SIGNATURE BOX. ONLY THE PRINCIPAL WILL SEE THIS BOX.

Broward County Public Schools

www.broward.k12.fl.us/ospa/ospa-central2/inventory-semi-annual-checklist-edit.jsp

OSPA CENTRAL

Maria Rincon

Select School Year: 2017 - 2018

[New Semester Check List](#)

Semi-Annual Inventory Form

If you have no audit exceptions this form must be filled out each semester
If quarterly inventories are part of your corrective measures due to audit exceptions this form must be filled out by the end of each quarter

Inventory Date:

Date of Last Audit:

School/Department:

Semester: 1 2

Principal Name:

Audit Exceptions?: Yes No

P&I Contact Name:

P&I Contact Phone:

Has Inventory Team been established for current school year?
Inventory Team information must be retained in inventory binder Yes No

Date of Inventory Team meeting during current semester:
Agenda, minutes, and sign-in sheet must be retained in inventory binder

Is inventory binder up to date? Yes No

Binder location:
Property Passes, Police Reports, 3290A Surplus Declaration Transfer form, 03200 Tangible Property Loss Equipment Acquisition form, Vendor Replacement documentation, Work Orders, New Purchase invoices/backlog slips, Semi-Annual Inventory forms) along with any documentation to rectify discrepancies (including email communications)

Are current Room Inventory lists posted in classroom/office with sign-off signature? Yes No

Have Property Passes been issued for the current school year?
Must be updated annually or as needed (i.e. Summer property pass) Yes No

BCPS Central V 2.0

Manage Users



ON THE BOTTOM OF THIS PAGE THERE WILL BE A SIGNATURE BOX. ONLY THE PRINCIPAL WILL SEE THIS BOX.

Once completed, it is mandatory that the Principal signs off on the form. The only way the Principal is able to electronically sign the completed inventory form is by signing in with the Principal's own P-number. Find your school (if form was previously completed), click "Edit," go to the bottom, electronically sign, then "Save." Below is an example of what will appear once the Principal has actually signed the form.

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CAPITAL ASSETS ACTIVITY FORM
DETAILED ASSET BREAKDOWN FORM

LOCATION NUMBER: []
LOCATION NAME: []
CONTACT NAME: []
PHONE #: []

	ACQUIRED ON	INVENTORY NUMBER	DESCRIPTION	SERIAL NUMBER	PURCHASE ORDER #	UNIT COST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
					TOTAL	

PREPARED BY: []
(INVENTORY COORDINATOR/TLC)
PRINT NAME SIGN DATE

APPROVED BY: []
(DIRECTOR/PRINCIPAL)
PRINT NAME SIGN DATE

**INSTRUCTIONS FOR CAPITAL ASSETS ACTIVITY FORM
DETAILED ASSET BREAKDOWN FORM**

EXHIBIT 9

Location Number: Four-digit number for the location

Location Name: Type the location name (school/department) where the property is currently located.

Contact Name: Type in the name of the person in control of the property.

Phone #: Type in Phone number where the contact can be reached.

Information on fields:

- A) Acquisition on: Date when the item was acquired.
 - B) Inventory Number: Identifying inventory number assigned by Capital Assets.
 - C) Description: Brief Description of the item.
 - D) Serial Number: Enter serial number of item
 - E) Purchase Order: Enter the purchase order number of the item.
 - F) Unit Cost: Enter the dollar value of each item.
 - G) Total: Enter the total amount of the item.
-

PREPARED BY: Print the name of the Inventory Coordinator/TLC. Digitally sign the document. Select the date.

APPROVED BY: Print the name of the Custodian (Director/Principal). Digitally sign the document. Select the date.

SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 CAPITAL ASSETS ACTIVITY FORM
 ASSET EXCHANGE FORM

LOCATION NUMBER:
 LOCATION NAME:
 CONTACT NAME:
 PHONE #:

ASSET BEING REMOVED

	ACQUIRED ON	INVENTORY NUMBER	DESCRIPTION	SERIAL NUMBER	PURCHASE ORDER #	UNIT COST
1						
2						
3						
4						
5						
6						
7						

NEW ASSET INSTALLED

	ACQUIRED ON	INVENTORY NUMBER	DESCRIPTION	SERIAL NUMBER	PURCHASE ORDER #	UNIT COST
1						
2						
3						
4						
5						
6						
7						

EXCHANGE PERFORMED BY:
(Vendor) VENDOR NAME PRINT NAME DATE

ECHANGE CONFIRMED BY:
(DIRECTOR/PRINCIPAL) PRINT NAME SIGN DATE

REV. 02/26

This form must be used when vendor replace SBBC Asset(s) with a vendor asset of equal or greater value

**INSTRUCTIONS FOR CAPITAL ASSETS ACTIVITY FORM
ASSET EXCHANGE FORM**

EXHIBIT 10

Location Number: Four-digit number for the location

Location Name: Type the location name (school/department) where the property is currently located.

Contact Name: Type in the name of the person in control of the property.

Phone #: Type in Phone number where the contact can be reached.

Asset Being Removed:

- A) Acquisition on: Date when the item was acquired.
 - B) Inventory Number: Identifying inventory number assigned by Capital Assets.
 - C) Description: Brief Description of the item.
 - D) Serial Number: Enter serial number of item
 - E) Purchase Order: Enter the purchase order number of the item.
 - F) Unit Cost: Enter the dollar value item.
-

New Asset Installed:

- A) Acquisition on: Date when the item was acquired.
 - B) Inventory Number: Identifying inventory number assigned by Capital Assets.
 - C) Description: Brief Description of the item.
 - D) Serial Number: Enter the **new** serial number of item.
 - E) Purchase Order: Enter the purchase order number of the item.
 - F) Unit Cost: Enter the dollar value item.
-

Exchange Performed by: Print the Vendor name, Print Name. Select the date.

Exchange Confirmed by: Print the name of the Custodian (Director/Principal). Digitally sign the document. Select the date.

B-Stock Transfer

Date Created: 12/16/2025

Date Closed:

Transfer # 37549

Number of 3290A Attachments:

Cafeteria #

Number of Other Attachments:

Issuing Location 3011
Stoneman Douglas High
5901 Pine Island Road
Parkland, FL 33076
Phone/Fax: (754)322-2150 / (754)322-2280

Receiving Location: 9613S
Auction/Surplus
6501 NW 15th Ave.
Ft. Lauderdale, FL 33309
Phone/Fax: (754)321-2850 / () -

EXHIBIT 11

Contact: 754-322-2219

Contact: 754-321-2850

Check if unable to complete Reason:

Line #	BPI #	Serial #	Qty Item Description	Status
1			4 Gaylord Box & Pallet Technology Surplus Removal	Inc
2			3 Printers	Inc
3			1 Large Cart-Laptop Cart	Inc
4			1 Activboard 78	Inc

COMPLETED
1/6/26

Requested By PRINT NAME: Raymond Haneski

Released By PRINT NAME: Raymond Haneski

Date: 1/6/2026

Received By PRINT NAME:

Date: 1-6-26

Delivered By PRINT NAME: John R. HARRY

Originator: Michael Marino

Written changes to this form MUST be initialed by school administrator

WHITE Copy to B-Stock -- YELLOW Copy to Issuing School / Dept.-- PINK Copy to Receiving School / Dept.

6/30

EXHIBIT 12

6287

Warehouse Action Request

Description: **Pickup Technology Surplus (3) pallets, (1) windflow tunnel and (7) laptop carts from Lyons Cre**

Requesting Person: **Miraya K. Payen-754-322-3777**

Date Created: **6/26/2025**

Requesting Dept: **3101 Lyons Creek Middle**

Issuing 3101	Run# 1240	Receiving 9613T	Run # 2560
Location: Lyons Creek Middle 4333 Sol Press Blvd. Coconut Creek, 33073 (754) 322-3700		Location: Textbook Warehouse 3901 NW 10th Ave Oakland Park, 33309 (754) 321-4350	

Notes:

Pickup Technology Surplus (3) pallets, (1) windflow tunnel and (7) laptop carts from Lyons Creek MD, deliver to textbook whse

POC: Miraya K. Payen-754-322-3777

Released By:



Received By:

Delivered By:



Date:

6/26/25