PROPERTY CONTROL
POLICY AND PROCEDURE
MANUAL

HINDS
COUNTY
SCHOOL
DISTRICT
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Purpose

Hinds County Schools District (HCSD) has a significant investment in property and equipment used to carry out its instruction, maintenance, and public service functions. HCSD grounds cover about #### acres and include over 20 major buildings and several other facilities. A locally maintained Fixed-Asset Accounting and Control System (FAACS) provides HCSD management with the information necessary to effectively manage and control its land, buildings, transportation equipment and other equipment resources. The system also enables HCSD to comply with federal and state regulations and meet regulatory reporting requirements.

CROSS REF.: Policy DQ—Fixed Asset Accountability Plan

School Board Policy

The Board of Trustees of the Hinds County School District maintains a fixed asset record and inventory control system for all capital assets located within the district and other areas under the jurisdiction and operation of the board in compliance with Criteria for Establishing fixed Asset Accountability Plans for Mississippi Public School Districts, issued by the Office of the State Auditor.

The goals of the fixed asset policies and procedures are to assist in the audit process and to assign responsibility for the security of these assets within the district.

CROSS REF.: Policy ABB—Board Powers and Duties
Policy DQ—Fixed Asset Accountability Plan
Property Control

Property Management Office (PMO)

The Property Manager is responsible for the development and implementation of a District-wide property management system. The components of this system were developed to facilitate the acquisition through purchase or lease; surplus property disposal; and equipment replacement. The system includes the following components:

- **Acquisition**: Ensure that all acquired equipment conforms to policies and procedures for acquisition and is secured in the most economical manner.
- **Surplus Property**: Maintain a system to provide for the pick up, transfer, and disposal of all surplus property.
- **Equipment Replacement**: Provide a system to identify when equipment has reached the end of its useful life and advise users on a periodic basis.

The Property Management Office (PMO) is charged with the central responsibility to oversee fixed-asset inventories and to update the local FAACS. The PMO handles redistribution or final disposition of surplus property. Although the administrative responsibility for the control and accounting of property rests with the PMO, each School assumes immediate physical responsibility for safeguarding property in its possession and ensures that all property is used in accordance with HCSD and other applicable policies. These operating policies and procedures are to be used by all personnel of HCSD, its administrative departments, and schools that either use or have custody of property.

The Property Control Office maintains the local Fixed-Asset Accounting and Control System (FAACS) and provides leadership in the accounting for and control of all HCSD physical assets. The responsibilities of the PMO are to:

- Create accurate and timely property records for newly acquired property.
- Initiate and control inventory tagging of newly acquired equipment.
- Coordinate the taking of physical inventories.
- Maintain land, building, and equipment inventory records.
- Provide principals, and department heads with accurate and timely information about equipment under their control.
- Coordinate and train designated property custodians in their responsibilities.
- Communicate to the administrative and educational staff regarding implementation of the property control system.
- Adjust and change the property control system to further correct and improve the system.
- Arrange for the retirement of equipment which is obsolete through use including transfer, disposal, or declaration of the items as Surplus Property.
- Attain Report of Lost, Damaged or Stolen Items Report, and notify Financial Manager as it applies to insurance.
Financial Management Office

The HCSD employs a Business Manager whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. The Financial Management Office is responsible for the preparation and submittal of annual reports required by governmental agencies. The Property Manager provides requested information to the Financial Manager when necessary for completion of reports. The Financial Management Office coordinates and provides all information for establishment of accurate fixed asset records. The Accounts Payable Clerk, Purchasing Clerk, as well as all other Departmental Bookkeeping Clerks provide all information relative to property management as needed.

CROSS REF.: Policy DA—Fiscal Management Goals and Objectives
  Policy DI—Accounting and Reporting
  Policy DIB—Financial Reports and Statements

Purchasing Clerk

The Purchasing Clerk has been delegated responsibility for equipment screening to ensure that requisitions meet District requirements to prevent duplicate purchases of equipment available for use within the District. The Purchasing Clerk also submits all purchase orders to the Business Manager for approval and provides asset documentation to the Property Manager that begins the fixed asset accounting process.

CROSS REF.: Policy DJE—Purchasing
  Policy DJE-E—Purchasing Guidelines
  Policy DJEA—Purchasing Authority
  Policy DJED—Bids and Quotations
  Policy DK—Student Activities Fund Management

Accounts Payable Clerk

The Accounts Payable Clerk has been delegated responsibility for payment of all HCSD invoices for the support and operation of the school district. The Account Payable Clerk also completes the acquisitions process by providing documentation to the Property Manager.

CROSS REF.: Policy DJ—Expenditure of Funds
  Policy DJE—Payment Procedures
Categories Of Assets

HCSD is vitally concerned that all property of any substantial value is properly controlled and accounted for. However, because of the wide range in value and volume of different items owned by HCSD, it is neither practical nor economical to maintain elaborate inventory records for all categories of inventory. For purposes of this manual, the term “assets” shall include all property that is tracked in the FAACS. Two different categories of assets have been designated: Fixed Asset and Highly Walkable.

1. **Fixed Assets** property is all property that has an installed cost greater than the capitalization threshold of $500 and an expected useful life exceeding one year. (Accountable)

2. **Highly Walkable** property is all property that has an original cost of less than $500, but HCSD is obligated to physically control and identify in the FAACS. For accounting purposes, controllable property is not included in the asset monetary accounts reported in the annual financial statements. (Controllable)

CROSS REF.: Policy DPA—Capitalization Of Fixed Assets
Capitalization Policy

HCSD capitalizes assets that have an original unit cost of $500 or more and a minimum useful life of 1 year. The amount capitalized is the purchase price of the asset plus any cost necessary to prepare the asset for use, including shipping and installation. Vendor discounts are deducted but trade-in allowances are not. Costs incurred after an asset is acquired that materially extend the life or increase the value of the asset is also capitalized. Specific considerations that affect the capitalization policy are listed below:

1. **Equipment Unit**
   
   An equipment unit is a single item constructed from various materials and assemblies to perform a specific useful function in a separate configuration having suitable size, shape, and usage to make individual identification feasible. Equipment units with an acquisition cost of $500 or more and a useful life of at least 1 year are individually capitalized and inventoried.

2. **Equipment System**
   
   An equipment system is several pieces of equipment that are combined to perform a specific function. For inventory purposes, a system is primarily identified as such on the original requisition and purchase documentation. It is generally capitalized as a single asset regardless of the individual component unit costs. As a matter of policy, the Property Control Office does not arbitrarily attempt to establish an asset value for a system assembled over a period of time on several orders to various vendors. However, such a system may be capitalized if a department provides adequate cost-supporting documentation and if the intended usage and application is consistent with other capitalization policies. Other systems-related equipment acquisitions are determined by the Property Control Office to be either capitalized with the related system, capitalized as a single equipment item, or expensed as a replacement or supply item based on the best information available at the time of the field verification.

3. **Subsystem**
   
   An equipment subsystem is part of a large system and may consist of several components. For inventory purposes, a subsystem is determined to be a separately identifiable asset if it is purchased as an addition to an existing system or when better asset control would be achieved by separately identifying the asset. In all other cases, a subsystem is considered as a system subject to the District's capitalization policy.

4. **Fixed Equipment**
   
   Fixed equipment is generally of a configuration requiring contractor installation. Installation often includes charges for various permanent service connections, assembly site preparations and other miscellaneous types of labor. These associated installation costs, when properly documented, are included in the capitalized cost of newly acquired fixed equipment.

5. **Construction-In-Progress**
   
   Construction-In-Progress is a temporary account for the recording of architect and engineering fees, labor, materials, and equipment to later be capitalized to a construction project. When the project is completed, costs in the construction-in-progress account are reclassified into one or more of the other major asset classes of land, buildings, outside fixtures, or equipment. FAACS does not record construction-in-progress, however, the Business Manager for financial reporting maintains summary totals and updates.
Ownership of Property

All land, buildings, and equipment are owned by the District and not by a specific individual or school. Operating units within the District assume proprietary control of all equipment in their custody and are expected to provide for the proper care and maintenance of the equipment. No district-owned property can be sold, or disposed of without approval of the Hinds County School District School Board.

Ownership categories and definitions are listed below:

1. Government-Furnished Equipment—Government Title
   This category covers all equipment furnished to the District for use by a contracting agency of the State of Mississippi. This equipment as yet is not included in the local FAACS for control purposes.

2. Federal Contract Acquired Equipment—District Title
   This category covers equipment purchased by the District with funds provided by federally funded contracts or grants where title vests with the District immediately upon acquisition.

3. Government Surplus Property, Greater Than $500—District Title
   This category covers property valued over $500 formally owned by the state government, but no longer needed by a state agency. The District acquires as surplus property through the Mississippi Office of Surplus Property. The District is accountable to the state government for up to 5 years after it acquires surplus property valued over $2,500. State regulations require that the equipment not be altered or modified from its original state during this period.

4. Gifts And Donated Equipment—District Title
   This covers property received by the District as a gift or donation from private individuals, foundations, corporations, or institutions.

5. Leased Equipment—Vendor-Owned
   This category covers assets that the District leases where title for the equipment remains with the vendor. These assets are included in the FAACS for control purposes only.

6. General Purchase Equipment—District Title
   This category covers all assets purchased by the District with funds provided from state appropriations or from normal District operations, which are not included in one of the other categories listed above.
Accountability

Establishment of Accountability: School Level

The principal is delegated the primary responsibility for accountability of HCSD property at the school level. To provide assistance with accounting for property inventory at the school or area designated, each principal is authorized to appointed a Fixed Asset Contact. The responsibilities of the Contact include:

1. Receiving and inspecting all fixed asset items.
2. Recording necessary information about the items.
3. Organizing and filing paperwork related to the items.
4. Attaching the property tags to the items.
5. Monitoring and documenting changes in specific location of item with the school of area.
6. Providing information to the Property Manager as required.
7. Assisting Property Manager and/or State Auditor in location of HCSD assets during audits.
8. Insuring that Fixed Asset lists are accurate and posted in all areas of site.
9. Submitting of all requests for transfer, disposal, and/or retirement.

Each principal and his/her designee will sign a Form A: Fixed Asset Accountability). The designated person will be the liaison at the school level. This person will receive training and information relative to the districts Fixed Asset Policy and his/her respective duties.

Establishment of Accountability: Department Level

Each department (Transportation, Maintenance, Federal Programs, Exceptional Services, Educational Technology, Instruction, Food Service, etc.) will designate a fixed asset contact, which will sign a Fixed Asset Accountability Form (Form A). This person will be the department liaison between the Property Manager and the school fixed asset contacts (if applicable). This person will receive training and information relative to HCSD’s Fixed Asset Policy and his/her respective duties.

CROSS REF.: ANNEX C—FORM A: Fixed Asset Accountability Form

Establishment of Accountability: Teacher and Employee Level

Within each school site or department will exist a relational responsibility and accountability that will be exercised in the course of the workday by all HCSD faculty and support staff that utilize HCSD property. Each person will review, sign and post in their respective work areas a Form C—Fixed Asset Room Inventory from. This form will be documentation of that employee’s acknowledgement of awareness and responsibility for the fixed assets located in their work area from the beginning of their workday until the end of that workday.
Acquisition of New Items

Acquisition of New Items: School-Initiated Purchase Orders (District Funds)

Schools should follow the steps outlined below in ordering and accounting for new item purchases for fixed assets using District funds.

1. The purchase order originates at the school, goes to Central Office Purchasing Clerk and/or Business Manager for coding and Business Manager’s signature. Fixed Asset items include all items over $500 and selected items less than $500. The code for these fixed assets will be “730.”

2. Certain items under $500 require coding and tracking by either the State or the District. Annex A—Under $500 Items Requiring Coding outlines the current list of items that fall into this category. HCSD reserves the right to review and update this list as required.

3. The Purchasing Clerk enters purchase order information into Innovak system and returns to the school two copies of purchase order (the Receiving Copy and the School Copy) and a New Item Acquisition Form (Form B) for each item identified through coding as a fixed asset. The school contact will file these forms until the item is received. The Purchasing Clerk will forward the inventory copy of the purchase order to the Property Manager.

4. Items are received and inspected at the school by the designated contact. The school section of the New Item Acquisition Form (Form B) is completed by the contact. When the school receives the invoice for the items, the invoice is approved for payment (following the same process presently used) and the corresponding completed New Item Acquisition Forms are attached to the invoice and returned to the Accounts Payable clerk at Central Office.

5. The Accounts Payable clerk indicates on the invoice that the appropriate New Item Acquisition Forms (Form B) have been received and enters the invoices into the Innovak system. (No invoices will be entered unless the forms are attached and complete.)

6. After invoices are entered into the Innovak system for payment, the Accounts Payable clerk forwards the New Item Acquisition Forms and printout to the Property Manager.

7. The Property Manager enters the information from the school section of New Item Acquisition Form and additional information into Innovak system, assigns property tag number, and completes the district section of the New Item Acquisition Form, including signing off on the form that the information has been entered into the computer. A copy of the completed New Item Acquisition Form with attached assigned property tag is return to the school to the attention of the designated school contact person.

8. The designated school contact will attach the property tag to the item, sign off that the item has been tagged, and file the copy of the New Item Acquisition Form.

9. The Property Manager will file the district copy of the New Item Acquisition Form numerically in a secure place.
CROSS REF: Flow Chart—A

Acquisition of New Items: School-Initiated Purchase Orders (School Funds)

Schools should follow the steps outlined below in ordering and accounting for new item purchases for fixed assets bought with school-generated revenue or trust fund money.

1. The purchasing copy, receiving copy and the inventory copy of the purchase order originating at the school, goes to Central Office Purchasing Clerk. (The Business Manager’s signature is not required.)

2. Certain items under $500 require coding and tracking by either the State or the District. Annex A—Under $500 Items Requiring Coding outlines the current list of items that fall into this category. HCSD reserves the right to review and update this list as required.

3. The Purchasing Clerk returns to the school the Receiving Copy of purchase order and a New Item Acquisition Form (Form B) for each item identified through coding as a fixed asset. The school contact will file these forms until the item is received. The Purchasing Clerk will forward the inventory copy of the purchase order to the Property Manager.

4. Items are received and inspected at the school by the designated contact. The school section of the New Item Acquisition Form (Form B) is completed by the contact. When the school receives the invoice for the items, the invoice is paid by school check and the corresponding completed New Item Acquisition Forms are attached to a copy of the paid invoice and forwarded directly to the Property Manager at Central Office.

5. The Property Manager enters the information from the school section of New Item Acquisition Form and additional information into Innovak system, assigns property tag number, and completes the district section of the New Item Acquisition Form, including signing off on the form that the information has been entered the into the computer. A copy of the completed New Item Acquisition Form with attached assigned property tag is return to the school to the attention of the designated school contact person.

6. The designated school contact will attach the property tag to the item, sign off that the item has been tagged, and file the copy of the New Item Acquisition Form.

7. The Property Manager will file the district copy of the New Item Acquisition Form numerically in a secure place.

CROSS REF—Flowchart B
Acquisition of New Items: No Purchase Orders (School Funds)

Any items identified as fixed assets that are purchased using Student Activity Funds must be assigned a property tag number and must be entered on the school’s inventory. The procedure for accounting for these items is as follows:

1. The school fixed asset contact will receive and inspect the item and request a New Item Acquisition Form from the Property Manager.

2. The school fixed asset contact will complete the school section of the New Item Acquisition Form, indicating that the item was purchased with Student Activity Funds. The school contact will return the completed form with the invoice to the Property Manager who will complete the process as outlined in steps 6-8 above.

3. The Property Manager will maintain a log of fixed assets purchased with Student Activity Funds. The Central Office Bookkeeper when reconciling Student Activity accounts will utilize this log.

Acquisition of New Items: Gifts and Donations

Items identified as fixed assets that are being given or donated to the school must first be approved by the Board for acceptance at the site. Following Board approval, the process for tagging and entering the item on the school’s inventory is the same as steps 1 and 2 for Acquisition of New Items: No Purchase Orders, with the school contact indicating on Form B that the item is a gift/donation.

CROSS REF.: Policy DM-1—Fixed Asset Accountability Plan
Policy DPB—Gifts and Bequests to School District/Donated Assets
Policy DKB—Gifts to Staff Members
Policy DHE—Gifts to Schools
Acquisition of New Items: Department-Initiated Purchase Orders

Departments should follow the steps outlined below in ordering and accounting for new item purchases that are fixed assets.

1. Purchase order from department goes to Purchasing Clerk and/or Business Manager and/or Director for coding and Business Manager’s signature. Fixed Asset items will be limited to items over $500 and selected items less than $500. The code for these fixed assets will be “730.”

2. Certain items under $500 require coding and tracking by either the State or the District. Annex A—Under $500 Items Requiring Coding outlines the current list of the items that fall into this category. The District reserves the right to review and update this list as required.

3. The Purchasing Clerk enters purchase order information into Innovak system and returns to the department two copies of purchase order (the Receiving Copy and the School Copy) and a New Item Acquisition Form (Form B) for each item identified through coding as a fixed asset. The department contact will file these forms until the item is received. The Purchasing Clerk will forward the inventory copy of the purchase order to the Property Manager.

Departments that order items for placement in schools, please note the following:

a. If the item is to be placed at a school, please indicate the school name, and the specific room location for the item on New Item Acquisition Form (Form B).

b. If a quantity of a fixed asset item is on a single purchase order for a single school, one New Item Acquisition Form (Form B) may be used; however, a specific location/room # for each item must be indicated on the Form B.

c. If a quantity of a fixed asset item is on a single purchase order but is intended for multiple schools, a separate New Item Acquisition Form (Form B) must be filled out for each school or site that will receive an item.

d. Departments that purchase items for use within the department will put the name of the department on line 2 of the school section.

4. Items are received and inspected by the designated department contact. The school section of the Fixed Asset Form (Form B) is completed by the contact, using the information noted above. When the department receives the invoice for the items, the invoice is Okayed for payment (following the same process presently used) and the corresponding completed New Item Acquisition Forms are attached to the invoice and returned to the Accounts Payable clerk at Central Office. (Departments that enter their own invoice information into the Innovak system should follow the remaining procedures with the appropriate department person assuming the responsibilities of the Accounts Payable Clerk.)

5. The Accounts Payable clerk indicates on the invoice that the appropriate New Item Acquisition Form (Form B) have been received and enters the invoices into the Innovak system. (No bills will be entered unless the forms are attached and complete.) After invoices are entered into
the Innovak system for payment, the Accounts Payable clerk forwards the Fixed Asset Forms and Innovak printout to the Property Manager.

6. The Property Manager enters additional required information into Innovak system, assigns property tag number, and completes the district section of the Fixed Asset Form, including signing off on the form that the information has been entered into the computer. A copy of the completed New Item Acquisition Form, with the attached assigned property tag is returned to the attention of the designated department contact person.

7. The designated department contact will attach the property tag to the item, sign off that the item has been tagged, and forward the item and copy of the Fixed Asset Form B to the specified school. The department may make and keep a file copy of Form B.

8. The Property Manager will file the district’s copy of the Fixed Asset Form numerically in a secure place.
Tagging of Property (Where To Affix Tag?)

The following consideration should be taken into account when tagging equipment:

1. Ease of visibility as it applies to inspection of tag after property is setup in final location
2. Durability of the tag as it applies to the everyday use of the property

Small items that are moved often in the course of use should be tagged in an area that will maximize the durability of the tag and limit accidental removal.

Large items that remain fixed on carts or tables and are not easily moved should be tagged in a manner that limits the need for moving the property but protects the tag from accidental removal. Typically, these assets are tagged on the right side in the upper corner. If a question of tag placement arises, contact the Property Manager before placement.
Movement, Transfers and Tracking

Property Movement Documents
Movement of property must be authorized and documentation generated to show changes in location. The move document must be posted to the property record and retained in the property management inventory files for audit purposes. Below are listed the names and descriptions of the forms that must be used for transfer of property in HCSD. The Property Manager reserves the right to update and change all forms.

Form D—Fixed Asset Location Transfer
This form should be used to transfer property between users in the same building or site. All parties involved are to receive a copy of the document after approval from the Principal or Fixed Asset Contact. A copy must be forwarded to the Property Manager for all removals for repair and permanent relocation of property.

Form D2—Fixed Asset Temporary Location Transfer Within the Building (Summer Storage)
This form should be used only to transfer property within the same building or site for storage. All parties involved are to receive a copy of the document after approval from the Principal or Fixed Asset Contact. A copy must be forwarded to the Property Manager.

Form E—Equipment Log-Out Form
This form should be used to track short-term movement of equipment. The equipment log out form contains the initial date, description, quantity, tag number, serial number, and return date. This form will be the standard form used in all HCSD libraries and media centers for the check out of equipment.

As a general policy, HCSD property will not be removed from authorized locations. However, there are instances in which it is advantageous to allow employees and students to remove HCSD property for off-site or home usage. It is important that the employee, his supervisor and property management personnel are aware of property check out.

All property that is owned by HCSD or for which HCSD is responsible is to be used only for authorized purposes. Should it be necessary in the performance of duties for an employee or other authorized person to remove such property from authorized locations, the requirements below should be met:

Requirements for Removal of Equipment
1. Such property must be used for authorized purposes.
2. Any person removing such property from authorized locations assumes the responsibility for seeing that appropriate care is taken in its transportation and security and that such property is returned in satisfactory working condition. The person may be liable for the replacement or repair costs of any property not so returned.
3. Approval to remove such property from authorized locations should be secured in writing from a Principal or Department head. Fixed Asset Contacts do not have authority to give approval. Written documentation shall be maintained in the office of the approval authority and a copy forwarded to the Property Manager.
4. Such property shall be returned to its normal location as soon as possible, ordinarily within one week, unless a more extended period is specifically approved. Approvals shall be limited to the current fiscal year, and must be renewed at the beginning of each fiscal year. In addition, at the time of District-wide inventory, all property will be returned to its authorized location so that it can be accounted for by physical inventory.

5. In the event of the extended absence of an individual who has property off-site, the property will be returned to the authorized location prior to departure.

6. All such property removed from authorized locations shall be subject to the immediate recall at any time to meet higher priority operational commitments.
Management, Inventory and Disposition

Storage and Warehousing

Each school site should designate one central area for the storage of property in various stages of its lifecycle. That area should be capable of the following:

1. Protecting property from loss, damage, destruction or deterioration
2. Providing a holding area for property awaiting ultimate use
3. Providing a pickup point for property awaiting disposal
4. Ensuring availability of property, when required
5. Maintaining documentation to support the property control records

The Property Manager will approve property for transfer to the Warehouse, only if it has some redeemable value and/or application.

Please Note: The Warehouse will no longer be a dumping ground for items with no value.
Inventory and Audits

Local Audits

The Property Manager will conduct regular audits of each school/site accompanied by the Principal or designated contact. The Principal or designated contact will locate items requested by Property Manager and produce them for inspection. The objectives of this audit are to ensure that the assets recorded in the property system physically exist, to determine if unrecorded or improperly recorded transactions have occurred, and to identify any excess, defective, or obsolete assets on hand. In addition, verification of property tag placement on recently acquired assets will be part of each inventory audit.

The results of these periodic audits, will help assess if HCSD is accurate and reliable in its accounting for assets from acquisition, to use, and disposal of those assets. The Property Manager will submit to the superintendent and principal a completed analysis report on each regular audit.

REF.: Hinds County School District Fixed Asset Analysis Report

Local Inventory

When the Property Manager selects items to be located, the Principal or Fixed Asset Contact will pull the New Item Acquisition Forms for the items the Property Manager wants to verify. These forms will assist the Fixed Asset contact and the Property Manager by supplying all pertinent information about an item, in particular the location of the item in the school.

Upon arrival at the school, the designated school Fixed Asset Contact should accompany the Property Manager and assist in locating the items. If an item has been temporarily moved within the school, the contact should convey this information to the Property Manager immediately. Documentation can be used as a temporary relocation/transfer receipt. Only a building level principal or Fixed Asset Contact may sign for items permanently transferred between locations. NOTE: The Property Manager will not do the inventory for you.

External Inventory

When a State auditor visits the district and selects items to be located, the Property Manager will pull the New Item Acquisition Forms for the items the Auditor wants to verify. These forms will assist the Property Manager and the auditor by supplying all pertinent information about an item, in particular the location of the item in the school.

Upon arrival at the school, the designated school Fixed Asset Contact should accompany the Property Manager and the auditor and assist in locating the items. If an item has been temporarily moved within the school, the contact should convey this information to the auditor immediately. Form D—Fixed Asset Location Transfer Form can be used as a temporary relocation/transfer receipt. If an asset has been permanently relocated within the school, the new location should be noted on the school form and reported to the Property Manager within 72 hours or 3 business days who will note the change at the district level. Only a building level principal or Fixed Asset Contact may sign for items permanently transferred between locations.
NOTE: The Property Manager will not do the inventory for you.

Specific Location Information

Each specific location at a school (classroom, storage area, server room, etc.) or site should have a room/location Fixed Asset Inventory list posted behind the door (or if this is not possible, on the door itself).
This form should be signed and dated by the person responsible for that area. This form should be updated each and every time a new property item is added or deleted to the area.

Discovery Labs And Vocational Shops

Teachers in Discovery Labs and vocational shops and classrooms only need a fixed asset inventory form posted if they have items that were purchased with District Funding.

Instead they must have the current vocational inventory for the lab or classroom available at all times for appraisal by the Property Manager and/or an auditor.

A copy of the current vocational inventory list should be on file with the fixed asset contact.
Departmental and School Level Inventory Responsibilities

Departments and Schools have the following responsibilities as it applies to the inventory:

1. To work with the Property Management Office to ensure that data for all newly acquired assets are included in the FAACS.
2. To initiate data update information required to maintain accurate system records on ownership, responsible person, use status, operating condition and changes in property title.
3. To verify their fixed-asset inventory at least bi-annually, using a list produced from the FAACS and distributed by the PMO. The Property Manager will send a follow-up memo of inquiry to departments and schools not returning the verification by the scheduled return date. Departments and schools remaining delinquent in returning the verification after a reasonable extension of time will then be sent a second follow-up memo.
4. To inventory retiring, terminated or departing employees under their authority, and certify that all property is present and accounted.
5. To maintain all documentation that applies to an asset in all stages of its lifecycle

Data Changes

To assist in updating FAACS, the PMO provides departments with the following update forms:

1. Form D: Fixed Asset Location Transfer
2. Request For Property Record Adjustment

When these data update forms are received from the departments, the PMO makes the necessary changes in the FAACS. Data updates are required for the following changes:

- Change in departmental ownership
- Change from location on record (for longer than 6 months)
- Change in usage of equipment
- Change in operating condition (operable, inoperable)
- Change of property title
- Disposal of property through surplus sale, trade-in, theft or other insurable loss, authorized junking, or cannibalization

In addition to the yearly verification of the inventory by District departments, the PMO is required to conduct a yearly statistical sampling of the entire local FAACS to determine the accuracy and effectiveness of the updating procedures, and to identify any problem areas.
Disposition of Property Procedures

The Property Manager initiates the process for redistribution or final disposition of surplus property. Each school assumes immediate physical responsibility for safeguarding property in its possession. No property can be sold or disposed of without approval of the Property Manager and/or Business Manager. Schools must notify the Property Manager that an item is surplus. Information about the item is recorded on a Form F—Surplus Property Report form, which is returned to the Property Management Office to be added to the list of surplus items. Schools may contact the Property Manager to determine what type of surplus property is available for redistribution. Schools are responsible for the storage and continued security of surplus property until an interdepartmental transfer to the Warehouse or other School is completed or the items are picked up for disposal. Schools may be responsible for moving surplus items to the storage facility. Schools may also be responsible for moving surplus items redistributed from the warehouse.

Excess, Obsolete or Unusable Property

1. Departments may dispose of equipment at any time
2. To initiate removal of equipment from a School, a Surplus Property Report form must be completed for each item or group of similar items to be removed.
3. All items should be labeled and the completed forms sent to the Property Manager.
4. Labels are available from the Property Manager.
5. The final method of disposal of surplus property is determined by the Property Manager and/or Business Manager and will follow School Board Policy.
6. Schools may contact the Property Manager to determine what surplus property is available for redistribution.
7. If a School wishes to transfer an item that is in the Warehouse, the Property Manager will prepare a Transfer Authorization form.
8. The Property Manager will complete all updates of location regarding any item of equipment transferred from surplus inventory into a School.
9. If a School is storing an item, the School interested in the item contacts the Owner School directly.
10. If an item is transferred, the receiving School submits a Transfer form to the Property Manager when the transfer is complete.

Disposal of Vehicles

1. To DISPOSE OF a vehicle, submit a completed Surplus Property Report form to the Property Manager.
2. The Property Manager will forward a copy to the Business Manager.
3. The Business Manager will obtain the vehicle title and determine the method of disposal.
**Destruction or Abandonment**

1. Property that is unusable, and has been determined to have no commercial value or cost of sale would exceed expected returns, may be destroyed or abandoned with prior approval from HCSD School Board.

2. These items should be listed on a Surplus Property Report form with a notation that the item is to be destroyed or sent to landfill.

3. The forms should be sent to the Property Manager.

4. The Property Manager will work with the Maintenance Department to determine if the request for landfill disposal is appropriate.

5. If it is not approved, instructions will be given on the appropriate disposal method.

**Equipment Previously Owned by the Government (Career Center, Discovery Labs, etc.)**

1. To dispose of government-owned equipment, the Sponsoring Department who originally acquired the equipment must send a request to the appropriate governmental agency.

2. The request may be made either at the conclusion of a grant or whenever relief from accountability to the government is desired because the equipment is no longer usable due to age and condition.

3. The government response will determine the final disposition of the equipment.

4. The Property Manager must also be notified.

**Missing or Stolen Equipment**

1. When equipment is discovered to be missing from its designated location with no record of its disposition, and theft is suspected, Department Head, Police and Property Manager are to be immediately notified.

2. When Government Owned Property is discovered missing, the Sponsoring Department is also notified.

3. The Sponsoring Department will then contact the appropriate government agency(s) for disposition instructions.

4. A list of missing equipment should be supplied to those involved in the investigation.

5. The police will investigate the circumstances of the theft and provide a police report.

6. A copy of this report should then be forwarded to the Property Manager.

7. The Property Manager will identify the weaknesses in security that contributed to the occurrence.

8. If missing equipment is not recovered within a 6-month period, the items are deleted from the FAACS.

9. Further, the Business Manager and applicable school board policy will establish recourse for loss.
Most Common Questions

Q. **What should be done to prepare for End of the Year Fixed Asset Audits?**
R. **To help insure preparedness for End of the Year Audits. Listed below are several items that should be considered.**

1. Please have neat and accurate room inventory posted in every classroom, office or space.
2. The fixed asset contact should do a complete inventory all items in the care of any departing or retiring employees.
3. Please review and reconcile the latest inventory list you have received.
4. Please be sure that all personal items are marked with blue tape. It would be best if all these items were removed before my visit.
5. Please inform teachers and staff that all fixed assets should be returned to assigned area unless local transfer has been approved by you.
6. Please have a fixed asset contact available to accompany me.
7. Be sure that Tech Prep teachers have their inventories available.
8. Please have all Form B’s organized and ready for viewing.
9. Please prepare a list of all items that are to be declared surplus.

Please be aware that during my audit 100% of the items must be located and seen. Any items not located during my audit will result in an exception report to the Superintendent.

Q. **What should be done to prepare for the start of school?**
R. **To help insure preparedness for the start of school. Listed below are several items that should be considered.**

1. Update room inventory forms posted in every classroom, office or space.
2. The fixed asset contact should do a complete inventory all items.
3. Please review and reconcile the latest inventory list you have received.
4. Please be sure that all personal items are marked with blue tape.
5. Report and provide documentation for any items not tagged during break.

Q. **When will the Property Management Office tag property?**
R. **New property can only be entered in the system and tagged after the Property Manager receives all supporting documentation. This includes the Form B, a copy of the invoice, and documentation from A/P showing the item was paid.**

Q. **How often does the Property Management Office generate an updated inventory for each site?**
R. **Updated inventories are generated by the Property Manager at least once a month and are distributed to the Principals at the monthly meeting along with any**
information on additions and or deletions.
Definitions

1. **Moveable Equipment** -- equipment that is generally mobile and is not permanently affixed to any building or room.

2. **Fixed Equipment** -- equipment that is attached or fastened to a room or building, but not permanently affixed, and is used as a furnishing, decoration or for some specialized purpose. Such equipment is considered not permanently affixed to the building if it can be removed without costly or extensive alterations or repairs to the building to make the space useable for other purposes. Fixed equipment supports the functions being performed in the building rather than the building itself. Such equipment is generally contractor-installed and includes items such as built-in benches, cabinets, counters, tables, fume hoods, built-in shelves, autoclaves, sterilizers and washers, paging systems, clock systems, and fixed furniture. Also included as fixed equipment are secondary structures, such as greenhouses, shelters, etc. and the specialized equipment permanently attached to these structures for normal operation.

3. **Building Construction** -- includes excavation, building structures or shell foundations, framing, floor structure, roof structure, roof cover, floor covering, ceiling, interior construction, exterior finish, doors, windows, hardware, etc.

4. **Building Service Equipment** -- is defined as components of buildings or systems affixed to buildings, which have useful lives shorter than the building shell itself. Included are attachments to buildings such as wiring, electrical fixtures, plumbing, heating systems, air-conditioning, etc. that provide the required basic services for occupants.

5. **Improvements other than buildings** -- include roads, bridges, streets, sidewalks, open places, drainage/sewer systems, steam tunnels, lighting systems, and other similar assets. New improvements funded on capital outlay projects are capitalized the year they are put in service.

6. **Land** -- includes all holdings of land properties owned by the District. Values of individual land tracts are based on county tax assessment records, or actual purchase cost if documented.

7. **Transportation equipment** -- includes all vehicles for which title and license must be obtained, such as cars, trucks, buses, and road going trailers.

8. **Acquisition** - obtaining an asset by purchase lease, loan, donation, construction, or sharing

9. **Acquisition date** - date asset is acquired (actual or estimated) and becomes available for use

10. **Average life** - normally expected duration of an asset capitalization threshold a dollar amount, established by the entity. Assets with an original cost in excess of threshold are capitalized while those assets with an original cost below the threshold are not reported as fixed assets

11. **Coding** - associating a unique number with a particular asset

12. **Controlled asset** - property that fails the capitalization threshold criteria but is inventoried and controlled because of its sensitive, portable, and/or theft-prone nature
13. **Direct costing method** - the method of using source documents to obtain the actual original cost

14. **Disposal** - a retirement of an asset that has become obsolete, or has exhausted its useful life

15. **Fixed asset** - any object tangible in nature, having a life longer than one year, not considered a repair part or supply item, and either having a value greater than the capitalization threshold or being considered a controlled asset

16. **Fixed asset accounting** - a system of methods, policies, and procedures for system recording and reporting monetary amounts associated with fixed asset transactions

17. **Fixed asset control** - a system of methods, policies, and procedures to system determine if deviations have occurred between actual fixed asset data and recorded fixed asset data and how to bring those deviations into line with management's objectives. A system of checks on the fixed asset system

18. **Property management** - a system of methods, policies and procedures to system acquire, use, dispose, maintain, and safeguard asset

19. **Infrastructure** - also known as "public domain" fixed assets. Assets that are normally immovable and are of value only to the governmental unit

20. **Normal costing method** - an indirect method of estimating the original cost of an asset by using the reproduction cost new at time of appraisal and indexing it back to the estimated acquisition date

21. **Original cost** - cost of property at date constructed or installed

22. **Replacement cost** - the cost, usually determined by independent appraisal, to replace an asset with one of equal usefulness. Usually used for budgeting the replacement of an asset. In some cases, replacement cost and reproduction cost new will be the same

23. **Reproduction cost** - the cost, determined by independent appraisal, to reproduce an asset of like kind with similar materials and techniques

24. **Standard costing method** - an indirect method of estimating the original cost of an asset by averaging the original cost of like, installed assets that were installed and acquired at about the time the asset in question was installed and acquired

25. **Surplus asset** - an asset that is not currently in use but is still retained by the entity

26. **Tagging** - placing identifying information physically on an asset
Annex A

Highly Walkables—Under $500 Items Requiring Coding

The following items under $500 require coding and tracking by either the State or the District.

3. Overhead projectors
4. Two-way radios
5. Televisions
6. VCRs
7. Cellular phones
8. Computers
9. Printers
10. Fax machines
11. Typewriters
12. Cameras (digital, 35mm, and/or video)
13. Large appliances (refrigerators, stoves, washers, dryers, freezers)
14. Any of the following items that are over $150: lawn maintenance equipment; chainsaws; air compressors, welders, and generators.
Annex B
Specific Duties Of The Building-Level Fixed Asset Contact Person

1. Receiving, filing copies of purchase orders and Fixed Asset New Item Forms (Form B) sent to the site by the Purchasing Clerk

2. Receiving, inspecting and signing off on items delivered to the site

3. Completing the school information on the Fixed Asset New Item Form B

4. Attaching the completed New Item Form to the invoice

5. Insuring that the new item is placed in the designated location at the school

6. Attaching the property tag to the item when the tags are received from the Property Manager and signing off that the tag has been attached

7. Filing the school copy of Form B numerically by property tag number

8. Recording any temporary transfer in location of a fixed asset within the school

9. Recording and sending to the Property Manager any permanent relocation of a fixed asset within the school

10. Accompanying and assisting the Property Manager and/or auditor in any audit conducted at the school

11. Assisting the Property Manager with warranty information/application for any school equipment
FIXED ASSET ACCOUNTABILITY FORM

School or Administrative Unit: ________________________________

School Year: ________________________________________________

The primary responsibility for accountability of district property at the site level is that of the principal. To provide assistance with accounting for the property inventory at the school or area designated above, the following person will serve as the Fixed Asset Contact. The responsibilities of the Contact include receiving and inspecting all fixed asset items, recording necessary information about the items, organizing and filing paperwork related to the items, attaching the property tags to the items, and noting any changes in the specific location of the item within the school or area. Information and training will be provided to the person designated as the Fixed Asset Contact.

Printed Name: ______________________________________________

Title: ______________________________________________________

_________________________ ______________________
Asset Contact’s Signature  Principal’s Signature

Date               Date

Original forwarded to Superintendent; Copies to all Signers
Form B: New Item Acquisition Form

(Property Tag#: __________)

New Item Acquisition Form B

SCHOOL SECTION

1. Date Prepared: __________________________
2. School: ________________________________
3. Prepared By: ___________________________
4. Purchase Order#: _______________________
5. Description of Item: _____________________
6. Manufacturer/Model: ____________________
7. Quantity: ______________________________
8. Serial#: ________________________________
9. Vendor: ________________________________
10. Date Received: __________________________
11. Cost of Item: ___________________________
12. Warranty Period: ________________________
13. Acquisition Type (Circle One)
       Purchase   Gift/Donation  Activity Fund
14. Location/Room#: _________________________

CENTRAL OFFICE SECTION

1. Property Tag # _________________________
2. Asset Type: _____________________________
3. Expense code ___________________________
4. Entered by ______________________________
5. Date entered ____________________________

**(2.) Asset Type:
   201  Land
   211  Buildings
   231  Vehicles
   241  Equipment
   221  Outdoor structures/equipment

Signatures affixed when both sections of this form are completed and fixed asset is tagged and placed in specified location at site.

<table>
<thead>
<tr>
<th>Fixed Asset Contact</th>
<th>Date</th>
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<tr>
<th>Principal/Supervisor</th>
<th>Date</th>
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</table>
FIXED ASSET ROOM INVENTORY

Employee’s Printed Name: ____________________________ School: __________________

Location/Room#: ____________________________ School Year: __________________

NOTE: Only Items on the District Fixed Asset System should be listed on this form.

<table>
<thead>
<tr>
<th>Property Tag #</th>
<th>Item Description/Model</th>
<th>Model Number</th>
<th>Serial Number</th>
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(Copies: 1. posted by or on door of work area; 2. filed in Principal’s Office)

These items are located in my work area and/or in my possession. I assume full responsibility for the fixed asset items listed on this form from the time I begin my workday until the end of my workday. If any item on this list is missing, it is my responsibility to report it to the Principal at the beginning of my workday.

_____________________________________________  _______________________
Signature of Employee                            Date
Form D: Fixed Asset Location Transfer

(Use this form when an item is being relocated within the school or temporarily removed from the school.)

Date: _____________________    School: __________________________

Relocation is: (Check one)   ☐Temporary    ☐Permanent

Property ID#: ________________  Description of Item: __________________________

Original Assigned Location/Room # of Item: ______________________________________

Complete section below if item is temporarily loaned or borrowed:

New Location: ____________________________________________________________

Signature of person responsible for returning item: ____________________________

Date item is to be returned: ____________________________

Signature of person removing and assuming responsibility for the item:

Complete the section below if item is being removed for repair:

Person responsible for removing/returning item:

__________________________________________

Signature                                      Date

Complete the section below if item is being permanently relocated within the school: (Report to Property Manager)

New location: ____________________________________________________________

Person relinquishing item: ____________________________

Signature                                      Date

Fixed Asset Contact/Principal__________________________

Signature                                      Date

Copies To:
1. Person relinquishing 2. Person receiving 3. Fixed Asset Contact 4. Property Manager
## ANNEX F

**Form D2: Fixed Asset Temporary Location Transfer Within the Building**
(Use this form only when an item is being relocated within the school temporarily for the summer.)

<table>
<thead>
<tr>
<th>HCSD Tag #</th>
<th>Item Description</th>
<th>Location Moved From</th>
<th>Person Relinquishing Item</th>
<th>Location Moved To</th>
<th>Fixed Asset Contact Person</th>
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</table>
### Form E: Equipment Log-Out Form

Date: _____________________    School: __________________________

<table>
<thead>
<tr>
<th>HCSD Tag #</th>
<th>Item Description</th>
<th>Serial #</th>
<th>Quantity</th>
<th>✓ Out Date</th>
<th>Return Date</th>
<th>Signature</th>
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</tbody>
</table>
## Hinds County School District Fixed Asset Analysis Report

### Campus: 

### Date: 

### Principal: 

### Time: Begin: _________  End: _________

### Comments: 

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are Fixed Asset inventory lists (Form C) posted in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Classrooms</td>
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<tr>
<td>B. Offices</td>
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<tr>
<td>C. Library</td>
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<tr>
<td>D. Dining Area</td>
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<tr>
<td>E. Kitchen Area</td>
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<tr>
<td>F. Lounges</td>
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<tr>
<td>G. Workrooms</td>
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<tr>
<td>H. Gymnasium</td>
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<tr>
<td>I. Locker Rooms</td>
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<tr>
<td>J. Field houses</td>
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<tr>
<td>K. Stadium/press boxes</td>
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<td></td>
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<tr>
<td>L. Storage rooms</td>
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<tr>
<td>M. Mechanical rooms</td>
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<tr>
<td>N. Custodians' Closets</td>
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<tr>
<td>O. Auditoriums</td>
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<td>P. Other</td>
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</table>

| 2. Do inventory lists comply with district guidelines? | | | |
| A. Room lists are legible and posted behind doors | | | |
| B. Lists show HCSD #, serial #, descriptions, etc. | | | |
| C. All fixed assets in room are recorded on list | | | |
| D. All items listed are located in room | | | |
| E. Temporary transfers are documented and recorded | | | |
| F. All assets in room are tagged with HCSD barcode | | | |
| G. Tech Prep item list available and accurate | | | |
| H. All inventory list are signed by responsible party | | | |

| 3. Are personal items that could be mistaken as Fixed Assets located in facility? | | | |
| A. Personal items are clearly marked with blue tape. | | | |
| B. Personal items do not violate district guidelines? | | | |

| 4. Does the Librarian have an adequate transfer and accountability procedure for tracking Fixed Assets? | | | |
| A. Librarian has accurate list of assets in Library | | | |
| B. Demonstrates knowledge of checked out asset locations | | | |
| C. Documents temporary transfer of assets out of library | | | |
| D. Follows up on end of year return of assets to library | | | |

| 5. Does Principal's Office follow HCSD policy for accounting of Fixed Assets? | | | |
| A. Office is notified of internal location transfers | | | |
| B. Office completes inventory of departing and retiring employees | | | |
| C. Office maintains and reconciles periodically master asset list from Property Manager | | | |
| D. School Copy of new acquisition (Form B) are filed | | | |
| E. School Copy of Location Transfer (Form D) are filed | | | |
| F. Surplus property is documented and stored in a central location until approved for pickup | | | |

### Miscellaneous: 

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All items found</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

35  
July 2001
**HINDS COUNTY SCHOOL DISTRICT SURPLUS PROPERTY REPORT FORM**

**DESCRIPTION:**

*(To Be Completed By School)*

<table>
<thead>
<tr>
<th>DESCRIPTION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HINDS COUNTY SCHOOL DISTRICT BAR CODE NUMBER (or Inventory Control Number):</strong></td>
<td></td>
</tr>
<tr>
<td>MANUFACTURER:</td>
<td>MODEL:</td>
</tr>
<tr>
<td>QUANTITY:</td>
<td></td>
</tr>
<tr>
<td>SERIAL #:</td>
<td>COLOR:</td>
</tr>
<tr>
<td>MILEAGE:</td>
<td>ESTIMATED VALUE:</td>
</tr>
<tr>
<td>CONDITION: NEW GOOD FAIR POOR NEEDS REPAIR PARTS MISSING</td>
<td></td>
</tr>
<tr>
<td>SCHOOL NAME:</td>
<td>LOCATION #:</td>
</tr>
<tr>
<td>LOCATION OF ITEM: BLDG/RM</td>
<td></td>
</tr>
<tr>
<td>PERSON TO SEE FOR PICKUP:</td>
<td>PHONE/LOCATION:</td>
</tr>
<tr>
<td>PRINCIPAL /AUTHORIZED SIGNATORY: (PLEASE PRINT)</td>
<td></td>
</tr>
<tr>
<td>SIGNATURE:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

**SURPLUS PROPERTY PICKUP & STORAGE INFORMATION (This section will be completed upon pickup)**

| Item Disposition: Picked Up Missing Kept Another School Picked Up (Loc. Code) |  |
| Additional Information: |  |
| School signature required verifying that the information above is accurate to ensure proper disposition of your asset. |  |
| Name (please print): Signature: Date: |  |
| Placed in Storage: Warehouse Other Location: | Date: |
| Surplus Personnel Signature: | DATE: |

**TRANSFER INFORMATION**

| Transferred to School. Name: Loc. Code: Date: |  |
| New Location: Building: Room: Responsible Person: |  |

**DISPOSAL INFORMATION: (This section will be completed by Property Office)**

| Destroyed/Trashed: By (Surplus Personnel: Date: |  |
| Approved by: Date: | |
| Date Sold: Lot#: Sale $: |  |
| Date To State Surplus: Receiving Person: |  |
To: Property Manager

Date:

Re: Certification of Final Fixed Asset Inventory for the school year ____________________________

Teacher Name: ____________________________

Room #: ____________________________

This is to certify that on ____________________________ a detailed fixed asset inventory based on the current fixed asset room inventory posted in the above-mentioned room was completed. All items shown on that list were accounted for by sight by the witness named below. In the case of items not accounted for by sight, the proper documentation has been attached. The room inventory list for the above-mentioned room has been corrected and all additions, deletions, and corrections have been reported to the principal’s office. In filing this certification, it is shown that a physical check of every item listed is present and in its appropriate location.

Signatures:

Present Holder of Responsibility: ____________________________ Date: ____________

Principal/Fixed Asset contact: ____________________________ Date: ____________

Witness: ____________________________ Date: ____________
# REQUEST FOR PROPERTY RECORD ADJUSTMENT

**School/Site Location Code:** ___________________________  **Date:** __________________

<table>
<thead>
<tr>
<th>TAG #</th>
<th>Type of Change (Check all that apply)</th>
<th>Existing Information</th>
<th>Revision Information</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Location ○ Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Removal (Provide Reason)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>○ Under warranty replacement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REASON:**

|       | □ Location ○ Description             |                       |                      |                |
|       | □ Removal (Provide Reason)           |                       |                      |                |
|       | ○ Under warranty replacement         |                       |                      |                |

**REASON:**

|       | □ Location ○ Description             |                       |                      |                |
|       | □ Removal (Provide Reason)           |                       |                      |                |
|       | ○ Under warranty replacement         |                       |                      |                |

**REASON:**

|       | □ Location ○ Description             |                       |                      |                |
|       | □ Removal (Provide Reason)           |                       |                      |                |
|       | ○ Under warranty replacement         |                       |                      |                |

**REASON:**

|       | □ Location ○ Description             |                       |                      |                |
|       | □ Removal (Provide Reason)           |                       |                      |                |
|       | ○ Under warranty replacement         |                       |                      |                |

**REASON:**

|       | □ Location ○ Description             |                       |                      |                |
|       | □ Removal (Provide Reason)           |                       |                      |                |
|       | ○ Under warranty replacement         |                       |                      |                |

**REASON:**
NEW ACQUISITION FOR SCHOOL-INITIATED PURCHASE ORDERS—DISTRICT FUNDS

**Flow Chart—A**

**Secretary or Principal**
- Generates P.O.
- Sends signed P.O to Purchasing Clerk @ Central Office

**Purchasing Clerk**
- Enters P.O. information to Innovak
- Codes P.O. & Forwards P.O. To Business Manager for signature

**Secretary or Fixed Asset Contact**
- Receives item
- Completes School Section of FORM B
- Files FORM B until INVOICE arrives
- INVOICE for items arrives
- INVOICE approved for payment and signed by Principal
- INVOICE returned with FORM B to Accounts Payable Clerk @ Central Office

**Purchasing Clerk**
- Forwards Receiving and School Copies + FORM B to School to await reception of item
- Forwards Inventory copy of P.O. to Property Manager

**Accounts Payable Clerk**
- Verifies INVOICE and FORM B reception
- Enters INVOICE in Innovak
- Forwards FORM B and Innovak generated printout to Property Manager
- Pays Invoice

**Property Manager**
- Receives INVENTORY COPY of P.O.
- Enters New Item Info from FORM B into Innovak
- Assigns PROPERTY TAG Number
- Completes District Section of FORM B
- Copies Completed FORM B
- Files District copy + support documentation
- Forwards School Copy of Form B and assigned property Tag to Fixed Asset Contact

**Secretary or Fixed Asset Contact**
- Attaches Tag to item
- Signs off FORM B that item is tagged
- Files School Copy of FORM B

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July 2001

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Flow Chart—B
NEW ACQUISITION FOR SCHOOL-INITIATED PURCHASE ORDERS—SCHOOL FUNDS

Secretary or Principal
✓ Generates P.O.
✓ Sends signed PURCHASING COPY, RECEIVING COPY and INVENTORY COPY to Purchasing Clerk @ Central Office

Purchasing Clerk
☑ Receives PURCHASING COPY, RECEIVING COPY and INVENTORY COPY of P.O.

Secretary or Fixed Asset Contact
☑ Receives item
☑ Completes School Section of FORM B
☑ Files FORM B until INVOICE arrives

Purchasing Clerk
☑ Forwards Receiving + FORM B to School to await reception of item
☑ Forwards Inventory copy of P.O. to Property Manager

Property Manager
☑ Receives INVENTORY COPY of P.O.

Property Manager
☑ Enters New Item Info from FORM B into Innovak
☑ Assigns PROPERTY TAG Number
☑ Completes District Section of FORM B
☑ Copies Completed FORM B
☑ Files District copy + support documentation

Secretary or Fixed Asset Contact
☑ Attaches Tag to item
☑ Signs off FORM B that item is tagged
☑ Files School Copy of FORM B

☑ Forwards School Copy of Form B and assigned property Tag to Fixed Asset Contact
Flow Chart—C
NEW ACQUISITION NO PURCHASE ORDERS—SCHOOL FUNDS

**Principal, Secretary or Fixed Asset Contact**
- Purchases item
- Requests FORM B from Property Manager
- Completes School Section of FORM B
- Copy of Invoice/Receipt returned with FORM B to Property Manager @ Central Office

**Secretary or Fixed Asset Contact**
- Attaches Tag to item
- Signs off FORM B that item is tagged
- Files School Copy of FORM B

**Property Manager**
- Enters New Item Info from FORM B into Innovak
- Assigns PROPERTY TAG Number
- Completes District Section of FORM B
- Copies Completed FORM B
- Files District copy + support documentation

**Forwards School Copy of Form B and assigned property Tag to Fixed Asset Contact**