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I. SECTION I-POLICIES AND REGULATIONS

Purpose

This manual is to serve as a guide in implementing the Computerized Inventory System (CIS) employing the MP2 software program for assets owned by Chesapeake Public Schools (CPS). This system is a consolidation and standardization of separate computerized systems for audio-visual equipment, business equipment, and vehicles as well as manually maintained inventories by department. All reporting forms are to be carefully prepared in a uniform manner consistent with the procedures described. These procedures are to be followed by all school personnel. No procedure is to be altered without written permission from the Assistant Superintendent for Operations.

School Board Policy on Inventory 4-29

The Superintendent shall devise and maintain a proper system of inventory for school property and equipment. It shall be available to identify items for the purpose of insurance, the control of loss of property, the assessment of the value of school property, and the establishment of a schedule for replacement.

School Board Policy on Public Property 8-9

The Chesapeake School Board provides equipment, materials, and supplies for use by employees in carrying out their jobs as assigned by the administration. Those items are public property and are for use only in performing public duties. Any misuse of equipment, materials, or supplies by employees, such as private use, will be considered grounds for dismissal from employment.

Employee Responsibility for Property

The chief administrator of a building is responsible for the management of all property under his/her supervision. Members of their staff, in executing these responsibilities, assist these administrators. Ultimate responsibility, however, for property assigned to an employee for authorized uses rests with two individuals: (1) the employee who is entrusted with items of property and (2) the employee's immediate administrative supervisor.

Audit of Inventory Records

The Chesapeake Public Schools' Office of Internal Audit will conduct periodic audits of the inventory system. These audits include checking the accuracy of the inventory report for a building and the record-keeping system for property management described in this manual.

At the conclusion of each audit, a written report specifying the audit results will be prepared. Copies of the report will be distributed to the Property Management Unit (PMU) at Warehouse and Supply, Assistant Superintendent for Operations, Assistant Superintendent in-charge of PMU, and the chief administrator of a building.

Consumable Supplies

The procedures covered in this manual do not apply to property considered to be consumable supplies (e.g., Warehouse and Supply parts, transportation parts). The system for the inventory, storage, distribution, and proper utilization of these items is the responsibility of the chief administrator at these locations.

II. SECTION II-DUTIES AND RESPONSIBILITIES OF PERSONNEL

Purpose

The purpose of this section is to define the duties and responsibilities of employees accountable for school system property inventoried on the Computerized Inventory System.

Property Management Unit

The Property Management Unit (PMU) is an administrative unit within the Warehouse and Supply (WHS). This department, under its administrator, assumes central administrative responsibility for maintaining information on assets owned by the school system.

Chief Administrator

The chief administrator (principal of each school, building-level property manager or the director/program administrator of each building) is responsible for the accuracy of inventory records and all transactions involving assets on inventory. Duties include the following:

1. executing the procedures outlined in the User's Manual for the Computerized Inventory System
2. explaining and interpreting the procedures outlined in the User's Manual for the Computerized Inventory System to appropriate staff members
3. providing final authorization for all transactions involving (1) additions to inventory, (b) transfers, (c) loan of equipment, (d) gift/donation requests, (e) losses from damage, disappearance, or theft, and (f) cannibalization of equipment
4. ensuring that orderly property management record keeping is maintained
5. providing adequate storage space that offers maximum security
6. providing access to records and property during audits of inventory records
7. providing access to all areas of a building for tagging of equipment

Building Level Property Manager

The building level property manager is an administrative level person selected by the chief administrator of each building to assume responsibility for the management of property at that location. In the absence of additional administrative staff, the chief administrator assumes the responsibilities of this position. Duties of this position include the following:

1. Signing the receiving copies of purchase orders or obtaining the signature of the individual taking receipt of a new asset: in the latter case, the administrator countersigns the document
2. Submitting signed receiving copies of purchase orders to the Department of Purchasing
3. Completing the Asset Information Record on each new asset to be added to the CIS and forwarding the document to the PMU
4. Maintaining the records for new assets added to the CIS
5. Reviewing transfer forms prior to submitting them to the chief administrator of the building
6. Coordinating the inter-department movement of assets within the building
7. Administering the annual verification of property records by department
 - a. distributing copies to appropriate individuals
 - b. collecting and reviewing corrected inventory reports
 - c. submitting changes to inventory reports to the chief administrator of the building
 - d. forwarding the signed copies of the inventory reports to the PMU
8. Executing the forms which document losses from damage, disappearance or theft
9. Assisting the chief administrator and the internal auditor with the review of property records during site visits
10. Executing loan forms when loaning school system property to authorized individuals or groups
11. Coordinating the management and record keeping of supply assets not on the CIS
12. Initiating requests to accept gifts from individuals and groups by completing a Gift Form to Warehouse and Supply
13. Accepting responsibility for other property management duties assigned by the chief administrator of the building

Building Level Property Management Clerk

The building level property management clerk is a clerical person on the staff selected by the chief administrator of a building to assist with record-keeping responsibilities. Duties of this position include the following:

1. Organizing and maintaining the filing system for documentation on property management for the building: (a) purchase orders, (b) asset information records for additions, (c) transfers (in and out), (d) loan of equipment, (e) loss of equipment from damage or theft, (f) inventory of supply assets, (g) changes to inventory, and (h) CIS reports
2. Executing correspondence between the building and the PMU
3. Assisting with the distribution, collection, and reconciliation of the annual verification of inventory reports by department
4. Accepting responsibility for other assigned property management duties

Individual Property User

The individual property user in all positions is accountable for the following:

1. Using property for authorized purposes only
2. Verifying inventory records of assigned property items
3. Reporting loss, theft, or damage in a timely manner
4. Following security guidelines in storing property
5. Following procedures in purchasing, requesting, issuing, and returning property
6. Labeling personal property clearly to prevent the inventorying of personal property as school property

SECTION III GENERAL PROCEDURES TERMS

Purpose

The purpose of this section is to define those terms used in this manual, which are specific to the Computerized Inventory System (CIS).

Assets Placed on Inventory

1. The criteria used for placing an item on inventory is as follows: the asset costs five hundred dollars (\$500) or more, the asset is repaired with CPS funds and the asset has a useful life of at least one year.
2. Exceptions to the above criteria were made in the case of controlled assets (see APPENDIX E) (frequently lost or stolen) or quantity items (owned in abundance).
3. Each supervisor developed a list of assets assigned to his/her department that was used as a guide when a physical inventory was taken by an independent inventory team. This inventory established the baseline data for the CIS.

Leased Equipment

A lease is an agreement conveying the right to use equipment or property for a stated period of time for fixed payments. The school system enters into two types of lease agreements.

1. Operating Lease (rental agreements)
This type of lease does not transfer ownership of property under the terms of the lease agreement. Rented equipment is carried on inventory if the school system is responsible for loss or damage to the equipment.
2. Capital Lease (lease-purchase agreements)
This type of lease transfers ownership of the property to the school system under the terms of the lease agreement. All lease-purchase property is carried on inventory at the time it is placed in service.

Built-In and Moveable Equipment

Built-in equipment is considered as part of the value of a building when it meets the following definition:

The equipment is an integral part of a building, and therefore, is permanently fastened to the building, functions as part of the building, or causes appreciable damage to the building if it is removed.

Moveable equipment is considered as part of the contents of a building when it meets the following definitions:

- a. The equipment is transportable from one location to another without appreciable damage to the location from which it is moved or newly installed.
- b. The equipment does not function as an integral part of the building and is not permanently attached to the building or site.

A piece of equipment that is simply bolted to the floor, such as a heavy lathe or desk, and can be moved as a unit once fasteners have been removed, is “moveable equipment”. The term moveable refers to permanency of installation and not to size or weight.

Personal Property

Educators frequently provide personal property in order to supplement equipment and furniture provided by the school system. Personal property includes those items purchased solely by the individual including materials and labor expenses.

Each piece of personal property similar to assets on the CIS should be clearly labeled Property of (name). This type of labeling will prevent the inadvertent inventorying of personal property as school system assets.

CONTROLLED ASSETS UNDER \$500

Amplifiers
CPU's
CRT's
Glucometers
Grounds Equipment (Mowers, Trimmers, Hedgers, Weed eaters...)
Hemocues
Lettering Machines
Light Boards
Mannequins
Metal Detectors, Hand Held
Microphones, Cordless (high end)
Microscopes
Mixers, Audio/Video
Otosopes
Ovens, Drying
PDA's, iPad's
Printers
Projectors, Overhead
Projectors, Multimedia
Refrigerators
Scanners (Barcode, Test Scorer, Flatbed)
Sewing Machines
Stoves (Cafeteria and HE)
TV Receivers
TV/VCR Combo
Typewriters
Vacuum Cleaners
VCR's
Video Monitors
Walkie Talkies

ADDING NEW ASSETS TO INVENTORY

Purpose

The purpose of this procedure is to define responsibilities for providing information on new assets so that inventory records can be updated at the time an asset is placed in service.

In General

1. All furniture and equipment purchased or rented with school system funds (internal account funds, grant funds or school operating funds) are processed through the Purchasing Department regardless of the value of the item or funding source (federal, state, or local).
2. Copies of Purchase Orders should be provided to Warehouse and Supply

Procedures

1. After receiving a purchase order, the PMU determines if the item is to be added to inventory.
2. If the item is to be placed on inventory, the PMU prepares an **Asset Information Record** (see form page 12A). A copy of the **Asset Information Record** is forwarded to the building-level property manager at the final delivery point.
3. The building-level property manager or clerk attaches the **Asset Information Record** to a copy of the purchase order. These documents are held pending receipt of the item.
4. When the item is delivered to the building (either directly from a vendor or Warehouse and Supply), the building-level manager completes the following:
 - a. The **Asset Information Record** (column 2) is completed to include such information as model number, serial number, date of receipt, department, and room location. This form is then forwarded to the PMU. A copy of this form is retained by the building-level property manager and is filed by fiscal year.

Tagging New Assets

Within three months of the receipt of the **Asset Information Record**, employees of the PMU tag the item with a school system sticky-back tag. In some instances, the tag number is also permanently attached to the asset either by engraving or indelible ink.

Tagging Non-Capital Assets

1. Items purchased for use in schools and other facilities, but do not meet the requirements to be placed on inventory, may be tagged with a CPS yellow tag that identifies the item as belonging to CPS, but not as a tractable item.

Inventory barcode tag



Replacement barcode tag



Instructions for the Completion of the ASSET INFORMATION RECORD

Enter the following information:

- DELIVERY LOCATION:** Refer to Column 2 of the form (see Appendix F)
- MANUFACTURER:** Maker of the asset
- MODEL:** Model number of the asset
- SERIAL NUMBER:** Serial number of the asset, if applicable
- DATE OF RECEIPT:** Date delivered at the permanent building location
- SCHOOL/BUILDING LOCATION:** Building number (Appendix A)
- DEPARTMENT:** Department code (Appendix B)
- ROOM NUMBER:** Room number
- COMPONENT PART:**
- MANUFACTURER:** Make of the asset
- MODEL NUMBER:** Model number of major component
- SERIAL NUMBER:** Serial number of major component
- BUILDING LEVEL PROPERTY MANAGER:** Signature of the building-level property manager
- DATE:** Date of receipt
- PURCHASING DEPARTMENT ONLY**
- ACQUISITION COST:** Determined by the Purchase Order

QUANTITY ITEMS FORM

This portion of the form (on the back of the asset inventory record - see form page 12B) is to be used when multiple items of the same type are received and is completed by the building-level property manager at the receiving location.

DESCRIPTION:	Description from the purchase order
TOTAL QUANTITY:	Total quantity received at the location including the item listed on the first page of the form or attach a list to the copy of the Asset Information Record that will be forwarded to the PMU
SERIAL NUMBER:	Serial number of each item
MODEL NUMBER:	Model number of each item
DEPARTMENT LOCATION:	Department location of each item
ROOM LOCATION:	Room location of each item

TRANSFERRING ASSETS

Purpose

The purpose of this section is to (1) define responsibilities for authorizing the movement of assets from one location to another and (2) to explain the procedures required to update inventory records in a timely manner.

In General

1. Transfer procedures apply to any asset on inventory that is moved from one building to another. These procedures also apply to interdepartmental transfers within a building that are intended to be **PERMANENT**.
2. Chief administrators are responsible for accurate location information at three levels: (1) building, (2) department, and (3) room. Changes in department or room location should be documented on the Asset Transfer Form.
3. Major transfers of assets are of two types: (1) transfer to another building for continued service and (2) transfer to surplus as in the case of an asset which is obsolete, unsafe, economically unrepairable, or excess to present requirements.
4. Informal transfers of property arranged between administrators or teachers without the proper documentation are prohibited.

General Procedures

1. The **ASSET TRANSFER FORM** (see Appendix G) is to be used whenever inventoried property is moved from one building, department or room location to another. Authority to transfer assets rest solely with the chief administrator with responsibility for inventorying records at the building location. A supervisor may initiate a transfer providing the proper authorizing signature is obtained from the chief administrator or designee at the building affected by the transfer.
2. The school or department originating the transfer request retains the last copy of the **ASSET TRANSFER FORM** for its records and forwards all remaining copies to Warehouse and Supply.
 - a) WHS personnel transfer all property classified as audio-visual equipment, computer equipment, music equipment, maps, and globes.
 - b) Warehouse and Supply personnel transfer all other categories of property.

3. The **Asset Transfer Form** is pre-numbered so that a transfer may be referenced by using the number appearing on the form.
 - a. **Asset Transfer Forms** are to be retained by the building-level property manager during a fiscal year for internal auditing purposes.
 - 1) transfers-in file (delivery copy is filed numerically)
 - 2) transfers-out file (originating and pick-up copies are attached and filed numerically)

Interdepartmental Transfers

The **Asset Transfer Form** is to be used for documenting interdepartmental transfers within a building that are intended to be permanent and sent to the PMU at ERC on a monthly basis.

Interdepartmental Loan of Equipment

On occasion one department within a building will loan equipment to another department on a long-term basis. The loaning department, however, retains responsibility for the asset. In such cases, the inventory record should reflect the department location of the department with responsibility for the asset. At the end of the year, all property is returned to its original location so that inventory records can be verified in spring by the staff.

Transfers to Surplus Storage

1. The **Asset Transfer Form** is to be used to transfer an asset determined to be surplus.
2. Surplus property includes any inventoried asset which is no longer useful for operating purposes because it is obsolete, unsafe, economically un-repairable, or excess to present requirements.
3. WHS personnel transfer surplus property classified as audio-visual equipment, computer equipment, music equipment, maps, globes, library books, and textbooks. Except for computers, usable surplus in these categories will be stored at Warehouse and Supply. Property in these categories, which is not reusable, will be transferred to storage areas under the authority of the Supervisor or Warehouse and Supply until final disposition can be arranged. Surplus computer equipment, both reusable and unserviceable is stored at ESC under authority of the Director of Information Technology.
4. In some instances, cafeteria equipment is transferred to surplus areas by School Plants personnel working under the authority of the Director of School Nutrition Services.

5. Warehouse and Supply personnel transfer surplus property in all other categories. Surplus property, both reusable and unserviceable, will be housed in storage areas under the authority of the Supervisor of Warehouse and Supply.

Transfers from Surplus Storage

1. The **Asset Transfer Form** is used to transfer assets from surplus storage back into service.
2. The signature of the Supervisor of Warehouse and Supply, Director of Information Technology or Director of School Nutrition Services is required to authorize the transfer of equipment from surplus storage back into service. A supervisor may initiate the request providing the proper authorizing signature is obtained.
3. Requests for transfers from surplus storage are directed to Information Technology, School Nutrition Services or Warehouse and Supply depending upon the type of property involved.

Responsibility for Property Stored in Surplus Storage Areas

1. The record-keeping responsibility and security of all property held in surplus storage is the responsibility Director of Information Technology (computer equipment), Director of School Nutrition Services (food service materials and textbooks) or the Program Administrator for Warehouse and Supply (audio-visual equipment, music equipment, maps, globes and all other property).
2. In some instances surplus property is stored in schools with rooms designated for surplus storage.
 - a. These areas are to be locked and access is to be restricted to Warehouse and Supply personnel, Information Technology personnel, or the principal who has authority to enter in cases of emergency.
 - b. Property is to be removed only when an authorized transfer form has been executed.
 - c. Security problems in these rooms should be reported to the appropriate building administrator.
 - d. Responsibility for the accuracy of inventory reports of surplus property in school locations rests with the Supervisor of Warehouse and Supply, Director of School Nutrition Services or

Director of Information Technology and not with the chief administrator of the building.

Final Disposition of Unserviceable Property

1. All excess property on inventory (both reusable and unserviceable) is transferred to surplus storage according to the previously described procedures.
2. Property may be disposed of (sold, traded, or junked) when it is determined to be unusable surplus by the Supervisor of Warehouse and Supply, Director of School Nutrition Services or the Director of Information Technology.

Major School/Department Moves

1. Periodically, entire schools will move from one building location to another.
When these moves occur, careful attention must be given to the relocation of property prior to the move.
2. A major move is under the direction of the chief administrator of the building. This administrator will be assisted by the building-level property manager who will oversee the completion of the following steps:
 - a. Inventory records at the present location are to be verified six (6) weeks prior to a move regardless of the time of year.
 - b. A corrected inventory report is to be submitted to the Property Manager at the PMU one (1) month prior to the move along with an Asset Transfer and attachments, if necessary, so changes can be entered prior to the move.
 - c. The PMU produces a corrected copy of the inventory records. Once the revised report is received, relocation changes are clearly noted on the report. This report then serves as the master guide for the transfer of property from one location to another.

Example:

<u>Class</u>	<u>Description</u>	<u>Department</u>	<u>Room</u>
Cabinet, File	vertical, four drawer no lock	Art	22

- d. One (1) week in advance of the scheduled move, a copy of the inventory report with relocation changes are to be submitted to the Supervisor of Warehouse and Supply who uses this report as a guide in completing the move. A move will not take place until the Supervisor of Warehouse and Supply receives the report.
- e. All property is to be clearly labeled showing its destination at the new location prior to the move.
- f. During the move, the building-level property manager will make changes in the records to reflect final adjustments in the relocation of property.
- g. Two (2) weeks after the move, the building-level property manager will complete the following tasks:
 - 1) Forwards a copy of the inventory report with all final relocation changes clearly noted to the PMU so that inventory records may be corrected
 - 2) Files the original inventory report showing relocation information for internal auditing purposes
- h. Within one (1) month, the PMU will be able to review the corrected inventory in Datastream D7i showing the transfer “to” and “from” location. This report is to be verified, as usual, with the Annual Inventory for that school year.

Instruction for the Completion of the ASSET TRANSFER FORM

Enter the following information:

RELEASE AUTHORIZED BY:

Signature of chief administrator or building-level principal

REQUESTED BY:

Name of school or department requesting a transfer

CHIEF ADMINISTRATOR:

Name of the requesting administrator

DATE:

Date of the request

DATE TRANSFER REQUESTED:

Date that the transfer is requested to take place

TYPE OF TRANSFER:

Check the appropriate box; indicate building number (Appendix A)

IDENTIFICATION NUMBER:

Item number for the asset; refer to the inventory report

BAR CODE NUMBER:

Any old identification number previously used by the school system if the number is engraved on the asset; otherwise, leave blank

DESCRIPTION:

Describe the item fully

QUANTITY:

Quantity to be transferred

MANUFACTURER:

Maker of the asset

SERIAL NUMBER:

Serial number on the equipment, if applicable

TRANSFER FROM:

Building, department, and room codes for the sending location (Appendix A and B)

TRANSFER TO:

Building, department, and room codes for the receiving location, if known (Appendix A and B)

PICKED UP BY:

Signature of the employee who picks up the asset at the sending location (Warehouse and Supply)

DELIVERED BY:

Signature of the employee who delivers the asset to the receiving location (Warehouse and Supply)

RECEIVED BY:

Signature of the employee who receives the asset at the receiving location

SPECIAL INSTRUCTION: Indicates recommended action for surplus property (storage, junk, auction) and includes any other special information pertinent to the transfer of an asset

FOR OFFICE USE ONLY: To be used by Warehouse and Supply, or Information Technology for disposition of assets

VERIFICATION OF INVENTORY REPORTS

Purpose

The purpose of this section is to define the responsibilities and procedures for verifying inventory reports at each building location.

In General

1. The Property Management Unit assumes responsibility for coordinating the management of assets on behalf of the school division. Supervisors assist with the procurement of new equipment and the transfer of old equipment. Administrative responsibility, however, for the accuracy of property records at a particular location, rests with the chief administrator of each building.
2. When reports are received from the PMU, the building-level property manager distributes appropriate sections to department heads/lead teachers for verification by department and room location.
3. Verification consists of physically matching an asset with the data elements indicated in a property record (item/tag number, serial number, etc.) for all equipment and department-specific furniture such as home economics furnishings or drafting tables used in industrial arts.
4. If an item on the report is not found, the department head/lead teacher attempts to locate the item outside the department. If the item is not found after a thorough search, the inventory record is adjusted accordingly.

Spot-Check Verification

1. The internal auditor for the school system spot checks the accuracy of property records by periodically selecting a random sample of items located at various buildings. In addition to inventory records, other property management records are checked during these visits: (1) Asset Information Record files, (2) transfer files, (3) equipment loan file, (4) gift/donation file, and (5) purchase order files.
2. A written report specifying the results of these visits is submitted to the Assistant Superintendent for Budget and Finance, Assistant Superintendent of Operations, Principal, and Supervisor of Warehouse and Supply.

REPORTING LOST, STOLEN, OR DAMAGED PROPERTY

Purpose

The purpose of this section is to define the duties and responsibilities of employees for the reporting lost, stolen, or damaged property.

In General

1. Property losses may be of four types: (a) loss or damage by fire, (b) loss by theft, (c) damage by vandalism, or (d) disappearance (cause unknown). The chief administrator of the building must handle each loss with assistance from the building-level property manager.
2. It is important that the proper action be taken at the earliest possible time following the discovery of a loss.

General Procedures for Theft, Fire, or Vandalism

1. The **Report of Stolen or Damaged Property** (see Appendix H) is to be used whenever property is lost due to theft, fire, or vandalism. The building-level property manager completes the form and obtains the signature of the chief administrator of the building.
2. The school or department originating the incident report retains the last copy of the form for its records and forwards all remaining copies to the Office of Safety and Security.
3. The last copy of the **Report of Stolen or Damaged Property** is filed by fiscal year at the building location reporting the incident.
4. The **Report of Stolen or Damaged Property** is a five-part form. The Office of Safety and Security retains the first copy for its records and forwards the remaining copies as follows:

<u>Copy</u>	<u>Receiver</u>	<u>Purpose</u>
1 st	Office of Safety and Security	Notification of incident
2 nd	Office of Financial Services/ Risk Management	Insurance processing
3 rd	Property Management Unit	Inventory update
4 th	Director/Supervisor	(if applicable)
5 th	School/Department Reporting Incident	File copy

Retrieved Property

Any retrieved item must be returned to inventory. Therefore, it is necessary to notify Warehouse and Supply in order to put the item back into the Chesapeake Public Schools' inventory. It is also necessary to contact the Financial Services/Risk Management Office in the event that our insurance carrier has sent a reimbursement payment for the item. Reimbursement monies must be returned to the insurance carrier once an item is recovered.

Instructions for the Completion of the REPORT OF STOLEN OR DAMAGED PROPERTY

Enter the following

SCHOOL/BUILDING/VEHICLE: Name of the location of the incident

DATE OF INCIDENT: Date the incident occurred

TIME INCIDENT DISCOVERED: Record time

DATE AND TIME INCIDENT REPORTED: Record date and time officials are notified

INCIDENT REPORTED TO: In case of fire, notify the fire department and the Assistant Superintendent for Budget and Finance in addition to the office of Safety and Security.

NAME OF INVESTIGATING OFFICER: In the case of a break-in, record the name of the police officer that investigates.

TYPE OF INCIDENT: Check one block

DESCRIPTION OF INCIDENT: Include such information as method of entry and exit, probable number of persons, and route through the building.

DESCRIPTION OF DAMAGE: Brief description of all damage

PROPERTY STOLEN, DAMAGED, OR DESTROYED:

ID NUMBER: Item number for the asset; refer to the inventory report

OLD CITY NUMBER: About old identification number previously used in the school system if the number is engraved on the asset; otherwise, leave blank

DESCRIPTION: Describe the item fully

MANUFACTURER: Maker of the asset

MODEL NUMBER: Model number of the equipment, if applicable

SERIAL NUMBER: Serial number on the equipment, if applicable

DEPARTMENT LOCATION: Department in the building with responsibility for the assets (Appendix B)

REPLACEMENT COST:

Refer to this field on the inventory report

METHOD OF DISPOSAL:

Enter one of the four codes at the bottom of the form for each item

SIGNATURES:

Building-level property manager and chief administrator sign the form

DISPOSITION OF UNSERVICEABLE PROPERTY

Purpose

These procedures describe the process and define the responsibilities for disposing of surplus property in the Chesapeake Public School System.

In General

1. Disposition of property refers to the process by which the school system, through authorized means, is able to dispose of unserviceable assets on a permanent basis.
2. These procedures are applicable for the following property categories: (a) nonexpendable assets (furniture, equipment, textbooks, etc.) and (b) consumable supplies housed in warehouse settings that have potential resale value (scrap metal, used tires, etc.)
3. These procedures apply to all school system property on the computerized inventory system regardless of the funding source used in purchasing or whether individuals or groups have donated the property.
4. Individual teachers and administrators are to refrain from disposing of items on their own authority. All disposals are to be handled by the Supervisor of Warehouse and Supply, Director of School Nutrition Services, or Director of Information Technology.

Definition

Unserviceable property includes all assets on inventory, which are no longer useful for operating purposes because the assets are obsolete, unsafe, or economically non-repairable.

Procedures

1. All administrators accountable for school system property should report surplus and unserviceable property on inventory to the Supervisor of Warehouse and Supply, Director of School Nutrition Services or the Director of Information Technology by completing an **Asset Transfer Form**.
 - a. WHS personnel transport surplus property classified as audio-visual equipment, computer equipment, music equipment, maps, globes, library books, or textbooks to the appropriate storage area.
2. In the section of the **Asset Transfer Form** marked "For Office Use Only," a recommendation for type of disposal is noted.
3. The Director of Information Technology should authorize disposal of computer equipment by written documentation or by e-mail before an **Asset Transfer** is completed.

Guidelines for Cannibalizing Equipment

Instances arise in which equipment on inventory becomes economically unrepairable and yet remains useful to the school system as a source of parts. In cases such as these the following procedures are to be followed before a piece of equipment is cannibalized.

1. An **Asset Transfer Form** (see Appendix G) is submitted to the Supervisor of Warehouse and Supply, Director of School Nutrition Services or Director of Information Technology with listing of equipment to be removed from building.
2. The Supervisor of Warehouse and Supply, Director of School Nutrition Services, or Director of Information Technology requests an evaluation of the equipment by an employee with repair expertise. This individual authorizes the use of the equipment for parts at the location responsible for the repair of similar equipment. When this authorization is received, the property in question is considered a parts item. The Supervisor of Warehouse and Supply, Director of School Nutrition Services or Director of Information Technology completes the proper paper work authorizing the PMU to remove the item from inventory. The item is de-tagged at this time and the tag attached to the asset transfer.

Guidelines for Disposing of Discarded Library Materials

1. Materials will be screened for usefulness by the media specialist in each school.
2. Discarded materials that are still useful and do not contain outdated material will be made available first to students and then to teachers.
3. Remaining materials may be offered to interested social or nonprofit agencies.
4. Materials still remaining will be sent to Warehouse and Supply for disposal.

Guidelines for Disposing of Supplies and Items with Potential Resale Value

In some instances, consumable supplies such as metal products, computer equipment parts, or TV parts may be of no use to the school system, and yet due to the volume of these supplies have potential resale value. In most cases, such consumable supply items will only be found in the service buildings within the school system. If a chief administrator, however, is in doubt as to the worth of supplies to be discarded, the Supervisor of Warehouse and Supply, Director of School Nutrition Services or Director of Information Technology should be contacted for direction in this matter.

1. Any supplies of worth are listed on an **Asset Transfer Form**. The form is then forwarded to the Supervisor of Warehouse and Supply, Director of School Nutrition Services or Director of Information Technology depending on the type of property.
2. The Supervisor of Warehouse and Supply, Director if School Nutrition Services or Director of Information Technology arranges with the appropriate administrator for the transfer and disposal of the consumable supplies.

Conflict of Interest

No school board member, employee, spouse, or relative living in the same household may accept, bid, or benefit from the disposal of surplus property.

GIFTS AND DONATIONS TO THE SCHOOL SYSTEM

Purpose

The purpose of these procedures is to define responsibilities for accepting, reporting, and accounting for gifts and donations.

In General

1. These procedures are applicable to all nonexpendable property given to the school system except items below \$500 in unit value. Items below \$500 will be covered by these procedures only when they have been designated as controlled items (frequently lost or stolen) or quantity items (owned in abundance). Refer to the CIS report or contact the PMU concerning items below \$500 in unit value (see form page 40a).
2. Gifts to the school system include such items as automobiles, television sets, computers, furniture, playground equipment, air conditioners, software, money, etc.
3. Gifts of real property (land and buildings) will be considered for acceptance by the school board on a case-by-case basis.
4. Items constructed by students or employees as part of the instructional program will not be considered as gifts or donations.
5. The Assistant Superintendent for Budget and Finance is responsible for implementing and monitoring these procedures.

Criteria for Acceptance

1. Gifts will be accepted in accordance with **school board policy (4-5) and the Code of Virginia 22.1-126**.
2. Gifts become the permanent property of the school system and are treated as any other nonexpendable property, in that they are to be inventoried, maintained, and disposed of according to applicable regulations.

Procedures for Earmarked Funds

Donating individuals or groups may wish to provide funds for the purchase of specific equipment or furnishings. If items are to be purchased from such funds, the services of the Purchasing Department of the school system are to be utilized as outlined in the User's Guide to Purchasing. This procedure ensures the following:

1. Appropriate purchasing regulations are followed
2. Determination is made as to how and where the item will be maintained
3. Special support requirements such as installation or additional components are adequately planned
4. Compatibility with similar equipment owned by the school system is assessed
5. Purchasing power is increased due to the nonprofit status of the school system

Donated Items

1. When an individual or organization offers a gift to the school system, the notified chief administrator will prepare the appropriate form requesting authority to accept the gift (see **Gift Form**, Appendix I). If a gift is offered to a school, the principal completes the form. If a gift is offered to a department for system wide usage, the appropriate director, program administrator or supervisor completes the form. This form is forwarded to Information Technology or Warehouse and Supply depending on the type of equipment.
2. At this time the Supervisor of Warehouse and Supply, or Director of Information Technology will coordinate with the appropriate departments in order to make the following determinations.
 - a. maintenance requirements
 - b. installation requirements
 - c. support requirements (such as additional furniture and storage)
 - d. compatibility with similar equipment already owned by the school system
3. After the Property Management Unit completes appropriate coordination, the Gift Form is approved or disapproved by the Supervisor of Warehouse and Supply or the Director of Information Technology, a letter of appreciation is sent to the Assistant Superintendent for Budget and Finance for signature and mailing to the donor (See item 9.) A copy of the Gift Form is sent to the originator showing either approval or disapproval status.
4. Official receipt of the item is not permitted until written approval is obtained.
5. At the time of approval, the PMU prepares an **Asset Information Record** (see Appendix F). Known information regarding the asset is added to the form and is sent to the delivery location.
6. The building-level property manager at the delivery point attaches the **Asset Information Record** to a copy of the **Gift Form**. These documents are held pending receipt of the item.
7. The donor is requested to supply a letter specifying the fair market value of the item. A copy of this letter is attached to the **Asset Information Record** (blue copy) held at the school building.
8. When the item is received, the building-level property manager for the building completes the **Asset Information Record** (column 2). This form is forwarded to the PMU. A copy of this form is filed at the building location.
9. If the donating individual or group desires a letter of receipt for the donation and fair market of the donation is greater than \$250, the Assistant Superintendent for Budget and Finance will send a letter of appreciation to the donor.

Summary Statement for Accepting Gifts or Donations:

Private organizations (PTA, Band Parents, etc.) may offer to purchase items for an individual school. If the school division approves the donation of the item, then the private organizations are encouraged, to donate “earmarked” money directly to a school rather than purchasing the items themselves. Once the donated money is accepted, school authorities are required to provide the donor a receipt or acknowledgement of the donation. These procedures are in accordance with the Virginia Procurement Act.

Exceptions

1. Upon receipt of items (such as consumable supplies) not covered by these procedures, the principal or department head will maintain a record of the quantity and value of items received during a fiscal year.
2. Requests for deviations from the gift/donation procedures previously described are to be forwarded in writing to the Assistant Superintendent for Budget and Finance.

Constructed Assets

1. At times assets are built by instructional departments with school materials for school use. These assets become the permanent property of the school system and are treated as any other nonexpendable property subject to applicable inventory, maintenance, and disposal procedures.
2. When an asset is constructed for school use, the teacher in the department notifies the building-level property manager by memo, which is to include the following information.
 - a. Complete description of the item
 - b. Classification of the item
 - c. Cost of materials and labor to construct (actual expense incurred)
 - d. Cost of replacement (fair market value)
 - e. Department location
 - f. Room location
3. Copies of the memo are forwarded to the PMU and the appropriate supervisor.

LOAN OF EQUIPMENT

Purpose

The purpose of these procedures is to explain the circumstances under which equipment may be loaned and to define the responsibilities of those individuals accountable for its safe return.

In General

1. School system equipment may be removed from its assigned place only with prior written permission from the chief administrator.
2. School system equipment is not intended to be used for personal reasons; therefore, chief administrators and equipment accountable employees are cautioned not to loan equipment for personal use.
3. Loan permission is usually granted only in order to conduct school business; however, permission may be granted in the case of requests from responsible organizations, associates, and individuals in the community for appropriate civic, cultural, welfare, or recreational activities.
4. In such cases, school equipment may be removed from its assigned place if the chief administrator is convinced that the removal of such equipment will not:
 - a. interfere with the normal operation of school
 - b. cause unreasonable wear and tear on the equipment
 - c. cause expense to be incurred by the school system
 - d. provide for profit-making activities
5. The party who uses school system equipment on loan is held accountable for the proper care and returns of such equipment and is required to sign a standard release form, which is kept on file.
6. The chief administrator accepts responsibility for securing the return of the equipment after the loan period is expired.

Procedures

1. Written permission to use school system equipment must be obtained through the chief administrator before the equipment can be removed from school system property. An **Equipment Loan Record** is issued to request permission (see Appendix I).
2. Copies of the **Equipment Loan Record** are to be distributed by the building-level property manager as follows:
 - a. 3rd copy- given to the user when equipment is signed for and removed
 - b. 1st and 2nd copies - held in loan suspense file until the equipment is returned and checked

The second copy is signed and given to the user when the equipment is returned.

The first copy is filed in a permanent loan file when the equipment is returned. This document is subject to internal audit.

3. The loan suspense file is checked weekly for loans extending beyond the specified loan period. The chief administrator should make direct contact by letter or phone on a weekly basis until the equipment is returned in satisfactory condition.

Instruction for the Completion of the EQUIPMENT LOAN RECORD

Enter the following information:

SCHOOL/DEPARTMENT: Name of the school or department loaning the equipment

DATE: Date of the request

ASSET NUMBER: Identification number or old city number of the equipment being loaned

DESCRIPTION: Description information on the equipment being loaned

SERIAL NUMBERS: Serial number on the equipment being loaned

MANUFACTURER: Manufacturer of the equipment being loaned

QUANTITY: Quantity of items being loaned

DATE OF RETURN: Date the equipment is to be returned

LOAN REQUESTED BY: Requestor's name, title, department/agency/organization, address, and telephone number

PURPOSE OF LOAN: Explanation of the purpose of the loan

LOAN APPROVAL: Signature of the chief administrator granting the loan request

RECEIPT OF EQUIPMENT

ON LOAN: Requestor's signature acknowledging receipt at the time the equipment is removed (yellow copy given to user)

RECEIPT FOR RETURN

OF EQUIPMENT: Chief administrator's signature at the time the equipment is returned (pink copy is given to user)

ACCOUNTING FOR ASSETS NOT ON THE COMPUTERIZED INVENTORY SYSTEM

Purpose

The purpose of this section is to define control procedures for property not on the Computerized Inventory System administered by the Property Management Unit.

Supply Assets

1. These procedures are applicable to assets meeting the following criteria:
 - a. Useful life
The useful life of the asset is at least one year.
 - b. Can the item be repaired
The asset is more economically replaced than repaired.
 - c. Value
The original value of the asset is less than \$500; the asset is subject to theft or loss.

Examples:

Hand tools:	saws, wrenches
Kitchen equipment:	hand mixers, pans
Professional books:	books not accounted for under a library system
Yard tools:	pruning clippers, rakes

2. Property in this category falls between the definition of an asset on the CIS and a consumable supply item. Although it is not economically feasible to track these items in a system wide computerized system, some controls are necessary to ensure their proper usage and protection from loss or theft.

Procedures

1. Property categories designated as supply assets by chief administrator are subject to accountability procedures under the control of the chief administrator at each building location.
 - a. inventory records
 - 1) brief description
 - 2) quantity
 - 3) departmental location
 - b. annual inventory
 - c. mandatory labeling (if item is of sufficient size)

2. These records are to be kept in the central office of a building and may be maintained manually or on a microcomputer. These records will be subject to review by the internal auditor for the school system.
3. A uniform label is to be engraved, stamped, typed, or hand written on items designated as supply assets. The label will be as follows:

School System Name/Building Location/Department

Example (typed): Chesapeake Public Schools/Indian River High School/Technology Education

Example (engraved): CPS 08 IA

All property in this category is to be labeled in the same manner unless the item is too small to accommodate the entire label. In this case, retain CPS only.

Categories of Supply Assets by Department

Chief administrators have designated the following items as supply assets:

Audio-Visual

Engravers, hammers, special A-V repair tools, extension cord units

Clinic

Stethoscope, Tabor's Cyclopedia Medical Dictionary, Physician's Desk Reference, Birth Defects compendium, leather notebooks

Custodian

Hand tools

Health Occupations

Staple gun

Library

Staplers, scotch tape dispensers, heavy-duty whole punch, electric pencil sharpener, labelers, electric erasers, and automatic numbering machines

Transportation

Hand tools

Technology Education

Hand tools

Work and Family Studies (Home Economics)

Electric can opener, waffle iron, steam and dry iron, hot plate, coffee pot, Microwave oven, hand mixer, low-end food mixer, food processor

MAINTAINING RECORDS

Purpose

The purpose of this section is to summarize property management record-keeping responsibilities that are described in the previous sections.

In General

1. The records summarized in this section are to be maintained in the main office at each building location.
2. The appropriate records are filed and/or submitted when a transaction takes place which affects property on the CIS.
3. These records are subject to periodic review by the internal auditor for the school system.

PROPERTY MANAGEMENT Record Keeping

<u>TRANSACTION</u>	<u>DOCUMENTATION</u>	<u>SUBMITTED TO</u>	<u>WHEN SUBMITTED</u>	<u>FILE PROCEDURE**</u>
Purchase	Requisition and copy of PO (held in suspense file pending receipt of item)	Received in PeopleSoft	After item is received	Filed by PO number
	Asset Information Record	PMU	After item is received	Filed by fiscal year
Transfer in	Asset Transfer Form	--	--	Delivery copy filed by form number by fiscal year (3 rd copy)
Transfer out	Asset Transfer Form	Warehouse	At time of request	Originating copy (5 th copy) and pick-up copy (4 th copy) are attached and filed by form number by fiscal year
Permanent interdepartmental transfers	Asset Transfer Form	PMU	Monthly	Originating copy (5 th copy) filed by form number by fiscal year
Annual verification of inventory	CIS report corrected and signed by department	PMU	By due date	Copy filed by fiscal year (optional)
Annual verification of changes	Online D7i inventory report	--	--	Filed by fiscal year (with verification notes showing that changes were made)
Loss of property due to theft, fire, vandalism, or accident	Report of Stolen or Damaged Property	Office of Safety & Security	At the time of the incident	School/department copy (5 th copy) filed by fiscal year
Missing property (cause unknown)	Changes to Inventory Report	PMU	Monthly	School/department (2 nd copy) filed by date by fiscal year
Gifts to the school system	Gift Form	Program Administrator for Warehouse & Supply, Director of Information Technology	At the time of the request	Approved form filed by fiscal year

<u>TRANSACTION</u>	<u>DOCUMENTATION</u>	<u>SUBMITTED TO</u>	<u>WHEN SUBMITTED</u>	<u>FILE PROCEDURE**</u>
Supply assets not on CIS	Inventory list	--	--	Filed by fiscal year
Loan of equipment	Equipment Loan Record user's yellow and school's white copy (held in suspense file until item is returned)	--	--	School/department copy (white copy) filed by fiscal year
Constructed furniture	Memo from teacher to principal	PMU	At the time an item is placed in a building	Copy filed by fiscal year
Surplus textbooks and library books	Memo from principal	PMU	At the time of request	Copy filed by fiscal year
Moves from one building to another	Corrected CIS report showing the new location of property (prior to move)	Warehouse	One week prior to move	--
	Corrected CIS report showing final location of property (after move)	PMU	Two weeks after move	Copy filed by fiscal year
Cannibalizing equipment	Asset Transfer Form	Program Administrator for Warehouse and Supply, or Director of Information Technology	At the time of request	School/department filed by fiscal year

** Documents are filed in the main office of a building once transactions are complete.

ANNUAL INVENTORY PROCESS

Each year, every school and ancillary office (Warehouse, School Plants, Transportation, ESC, etc.) that is part of the Chesapeake Public School system is required to take inventory of their assets using a barcode scanner. Everything is coordinated through the Inventory Control Specialist (ICS) housed at Warehouse.

Each fall, the first ten schools will be sent an email letting them know it is time to start the inventory scan. They will be given the option of a training session on using the scanners or to just have them sent out with the instructions on how to use it, a Do's & Don'ts List to assist in doing the inventory accurately, and a copy of the building's room numbers. They will be given 3-4 weeks to do their scan, after which time the scanners will be picked up and returned to the Warehouse. Then the next ten schools are sent an email, and so on until all schools and ancillaries are done. The goal is to have all the schools done with scanning before the end of the school year; the ancillaries done before the end of June. This leaves time for the ICS to complete all reconciliations before starting the process again for the next school year.

Upon the return of the scanners, the ICS will upload the information and run two reports.

- A. The first report is the Invalid Entries which lists the assets that were entered as being in your building but show up in a different location in the database, or assets that are no longer in-service. If it is obvious that too many digits were entered for the asset number or room number, that entry is ignored. If an asset shows up that is listed in the database as being junked or sold, the building will be asked to reconfirm you have it. Each entry on this list is looked at for resolution.
- B. The second report is the Missing Assets. This lists the assets that were not scanned but show as being in a building in the database. The building property manager will be sent the original report and asked to go through it checking off the ones that are found or putting an "M" next to the ones that are truly missing. The property manager will be given another 3-4 weeks to finish. If an asset didn't get scanned because the CPS tag was missing or unreadable, the Inventory Control Specialist (ICS) will ask the property manager to note that on this report so the asset can be retagged. Again, each entry on the list is looked at for resolution.

When the missing report is returned to the ICS, a reconciliation of all the information is done to update the database. The ICS will go through the invalid entries to determine why each one is invalid and will request more follow-up from the property manager for those junked or sold assets that showed up. Then the missing report is gone through updating the database based on your notes, i.e., updating the status to missing for the ones noted as such, putting assets back in service that were found, moving assets to corrected locations, etc. Assets needing to be retagged will be written up at this time and will be taken care of within a couple of weeks.

Finally, an email will be sent to the property manager to let them know what was done to reconcile the inventory. If there are problem assets, the property manager will be asked to do more research and follow-up.

USING THE PSION TEKLOGIX SCANNER

1. Turn on the scanner by pressing the on button which is on the left side of the device with the red symbol. Hold down the button for a few seconds until you see a green light on the right side of the scanner.
2. Using your finger tip or the stylus pen tucked into the handle, tap on “Start” at the top of the screen. A list of options will appear.
3. Tap on “Infor EAM Mobile.” This will take a few seconds to load, and a new screen will pop up.
4. The userid line should be populated. You need to fill in the password which is “scanasset” AND it is case sensitive. And, yes, it is the same as the userid. Then click “ok” at bottom of screen.
5. On the next screen, tap on the words “Scanner Menu” and then select “Equipment Inventory.”
6. You will have to fill in required information before scanning the first asset so skip down to the second line:
User ID: **your EE # goes here (not your swipe card #)**
Location: **your building #, building abbreviation & the room # goes here, i.e., 05 GBH 100. Either scan the information from the barcode tag in the doorway or from the provided room #'s list. You can skip the room # if there isn't one BUT you must have the building # and abbreviation.**
Put the cursor back on the first line asking for asset # and you are ready to scan.
7. Start scanning! When you hold down the trigger, a red laser light will appear. Center the laser on the tag and release the trigger. You will hear a chirp which means you have successfully scanned that asset. Hit save after every scan – it is the floppy disc symbol in the bottom, left corner. If you hit the “X” by mistake, all the information you have filled in on that screen will be erased.
8. When completely done, hit “OK” at the top of the screen. Then just hold down the on/off button. The scanner may ask if you want to upload the data on Mobile – click “No.” Another screen will open asking if you want to shut down – click on “OK.”
9. DO NOT HAND ENTER ANY ASSET NUMBERS OR LOCATIONS!

Notes & Suggestions:

Don't get too close to the asset tag or the scanner won't read the number.

If the asset number won't scan, make sure your cursor is on the right line. If it still won't scan, make sure there is a barcode for the scanner to read. If there is no barcode, the asset will have to show up on the Missing Report and be checked off that way.

If the screen goes blank, just tap on it to bring it back up. You may have to hold down the start button again. It should take you right back to where you were.

There is a keyboard symbol that will show up after you have clicked on “Infor EAM Mobile” that you can tap and bring up a large keyboard to use if you don’t like using the numbers and letters on the front of the device. Tap on the symbol to either open or close it.

There is a back, delete button on the left side of the scanner right under “ESC.”

If the screen goes blank and won’t come back on, the battery has probably died. You will need to recharge the scanner. They are supposed to hold a charge for approximately 6 hrs. The scanner(s) will be sent fully charged, along with a charger. Please keep the scanner seated in the charger when not in use.