

CAPITAL ASSETS/THEFT-SENSITIVE ASSETS

- A. Individual Responsible
1. The Executive Director of Financial Services is responsible for inventories of district property.
 2. The individual conducting the inventory shall have no direct responsibility for assets subject to the inventory count.
- B. Frequency of Inventory
- Inventory shall be conducted at least once every other fiscal year for all capital assets, except land; infrastructure; buildings; and improvements other than buildings and leasehold improvements. A theft-sensitive assets inventory shall be conducted annually during the month of January.
- C. How to record items
- District assets will be marked with a unique identification number (e.g. bar code, property tag) and identified as district property. All theft sensitive assets shall be ordered and received through the District's Technology Department. The Technology staff will then ensure that assets will be identified and marked upon purchase or receipt.
- D. What information to record
1. When placing a capital asset on the inventory, the following will be recorded:
 - a. Description of the item;
 - b. Serial number or other identification number (bar code, tag number, etc.);
 - c. Source of the asset;
 - d. Who holds title;
 - e. Acquisition date;
 - f. Cost of the asset;
 - g. Percentage of federal participation in the cost of the property and the federal program charged;
 - h. Location of the asset;
 - i. Use and condition of the property; and
 - j. Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over \$5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.
 2. When placing a theft-sensitive asset on the inventory the district shall record the information needed by the district. This should include, at a minimum, a

description of the item and identification number, location and federal participation, if any.

- a. Sensitive assets are those items that are most likely to be stolen such as the following:
 - i. Digital cameras
 - ii. LCD projectors
 - iii. Laptop/Notebook/Chromebook computers
 - iv. Digital Music Players (iPods, MP3, etc)
 - v. Musical Instruments
 - vi. Science/Laboratory equipment
 - vii. Power hand tools

3. Personal items approved for use in the building or classroom must be inventoried each January as well, using the attached "Employee Personal Property Inventory" form. The District will only reimburse for loss of personal items due to vandalism, theft, or fire if their supervisor has documented the approval of such items to carry out their assigned duties.

E. What to do when questions arise

When questions arise during the process of the inventory, the purchasing department or building administrator will be contacted.

F. Procedures to follow when the inventory is completed

At the conclusion of the physical inventory, the building principals and department administrators will be provided with a written copy of the inventory that lists all the assets that have been assigned to that site, and which clearly identifies all assigned items that were not found during the physical inventory.

G. What procedures to follow when equipment is located, but not listed

1. Principals and department administrators are required to attempt to locate items that have been listed as missing. Within 25 working days, the principals and department administrators are expected to return a copy of the inventory report to the purchasing department showing which items have been located and which are still missing.
2. The missing items will be consolidated on a report of potential write-offs. The Executive Director of Finance will review the report and approve the total amount of assets to be written off. Only write-off items will be removed from the capital assets inventory system.

H. Attestation to Accuracy

The staff person conducting the inventory shall sign the bottom of each inventory page.

- I. How to record assets not being used or in an obviously unserviceable condition. Items not being used or in an obviously unserviceable condition shall be identified during the inventory and the Director of Maintenance/or their designee will be contacted to pick up recommendation to surplus as auction or disposal as required by Policy 6881.