

# Fixed Asset Management

## Explanation for Forms

### Form A–Additions (see page 14)

This form is to be used when assets are acquired by a school/department but not purchased with school district funds. Such instances would be donations, PTO purchases, and Booster club purchases.

1. School/Department Name: The school/dept acquiring the asset.
2. Quantity: The amount acquired. This is very important for assets that are grouped (i.e. desks, chairs, tables, etc.)
3. Barcode #: Fixed Asset Mgmt will assign this upon receipt.
4. Description: Be as specific as possible.
5. Model #: If applicable, please fill in.
6. Serial #: Most equipment will have a serial number. This is very important to record. This will be the only means of tracking the asset until a district barcode has been assigned.
7. Estimated Cost: All recorded assets must have an estimated cost for replacement purposes.

**K** Please be sure to have a principal or department head sign this form before sending it to Fixed Asset Mgmt.

*Please attach a memo on school/dept letterhead or a Donation Verification Form (see page C-14a) stating the method of acquisition (i.e. donation, PTO purchase, or Booster Club purchase, etc.)*

### Form D–Disposals (see page C-15)

This form is to be used when assets are disposed of in a method other than the district surplus sale. Such instances would be when an asset is broken beyond repair, stolen, or vandalized.

1. School/Department Name: The school/dept disposing of the asset.
2. Quantity: The amount being disposed. This is very important for assets that are grouped (i.e. desks, chairs, tables, etc.)
3. Barcode #: If the asset being disposed of has a district barcode this must be reported.
4. Description: Be as specific as possible, especially for those assets that do not have a barcode.
5. Model #: If applicable, please fill in.

6. Serial #: Most equipment will have a serial number. This is especially important to record if the barcode is missing.
7. Disposal Method: The reason for disposing of the asset. A few examples would be: no longer serviceable, theft or vandalism, trade-in.

**K** Please be sure to have a principal or department head sign this form before sending it to Fixed Asset Mgmt.

### **Form T-Transfers (see page C-16)**

This form is to be used when assets are being transferred to another school/ department. This includes Central Warehouse. This enables us to trace asset movement and update our records accordingly without the benefit of a physical inventory. Please remember if an asset is moved without this form being submitted the inventory changes will never be made and the transferring school/department will be held responsible.

1. School/Department Name: The school/dept where the asset is located prior to the transfer.
2. Barcode #: If applicable, this information must be provided.
3. Description: Be as specific as possible, especially for those assets that do not have a barcode.
4. Room#: If applicable, please fill in.
5. Quantity: The amount being transferred. This is very important for assets that are grouped (i.e. desks, chairs, tables, etc.)
6. Serial #: Most equipment will have a serial number. This is especially important to record if the barcode is missing.
7. Model #: If applicable, please fill in.
8. Transfer location: This is the school/dept where the asset is being transferred.

**K** Please be sure to have a principal or department head sign this form before sending it to Fixed Asset Mgmt.

### **Equipment Sign-Out Form (see page C-17)**

This form (which includes *ANY* equipment being removed from school/department premises by employees) is prepared at the school/department level. *ALL* laptop computers should be signed out on an equipment sign-out form. The original is to be maintained at the school/department and the copy is to be given to the employee signing out the equipment. Upon return of the equipment, the original form should be signed and dated verifying the return. Completed forms should be maintained in the school/department for two years.