



Fixed Assets Policy & Procedure Manual

April 2019

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT

FIXED ASSETS

POLICY AND PROCEDURE MANUAL

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PURPOSE AND HISTORY

As required by the Mississippi Office of the State Auditor, each public school district is required to establish and maintain a system of accountability for its fixed assets. This manual was developed for the district's schools and departments to assist the principals and department directors in accounting for the district's fixed assets.

The *Fixed Assets Manual* was adopted in April, 2019. In addition to definitions, policies and procedures, it includes a section on establishing the initial inventory of fixed assets.

DEFINITIONS

Fixed assets are defined as tangible assets such as land, buildings, equipment, furniture, mobile equipment, etc., that have a useful life of more than one year.

Capitalized fixed assets are defined as fixed assets that have a historical cost of at least \$1,000 and all highly walkable items listed under the capitalization section below. These assets must be tagged and maintained on an inventory listing.

GASB 34 capitalized fixed assets are defined as capitalized fixed assets that meet the capitalization thresholds (as required by the Governmental Accounting Standards Board Statement #34) under the “Depreciation” section on page 3. For accounting purposes, these assets are required to be depreciated each year.

Non-capitalized fixed assets are fixed assets that cost less than \$1,000 and are not highly walkable items. Non-capitalized fixed assets are recorded to expenditure object code 610.

The major fixed asset classifications consist of the following:

Land – This includes all land owned by the school district.

Buildings – This includes all buildings owned by the district, such as school buildings, administration buildings, athletic field houses, gymnasiums and portable classrooms. The cost of buildings includes architect fees and other related costs.

Building improvements – Expenditures for major improvements (complete central heat/air units, etc.) to an existing building that would have an estimated useful life of at least 20 years.

Improvements other than buildings – This includes athletic fields, lighting, bleachers and other improvements that can’t be directly associated with a particular building.

Mobile equipment – This includes all school buses and district-owned automobiles, trucks and vans. This classification also includes all lawn maintenance equipment, tractors, etc.

Furniture and equipment – This includes all furniture and equipment that meet the asset

capitalization requirements of the school district.

Leased property under capital leases – This includes all fixed assets that are being acquired under a lease/purchase (capital lease) arrangement. A capital lease is an agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in Statement of Financial Accounting Standard No. 13 for lease capitalization. Generally, the value of an asset under capital lease is the present value of the monthly lease payments capitalized at the district's incremental rate of borrowing. A lease is a capital lease if it qualifies under one of these criteria:

1. Ownership of the property transfers to the lessee by the end of the lease term.
2. Lease contains a bargain purchase option.
3. Lease term is equal to 75% of estimated useful life of the asset.
4. Present value of minimum lease payments exceed 90% of fair value of the asset at the beginning of the lease.

An operating lease is a month-to-month lease or a lease for a specified time period that does not meet any of the four qualifications above. Property leased under an operating lease is not a fixed asset and therefore is not capitalized.

Construction in progress – This includes all buildings and facilities that are currently under construction.

Repairs and renovations (such as new roofs) that do not extend the life of the building will not be capitalized. Instead, they will be charged to repairs and maintenance (object code 430).

DEPRECIATION

Governmental Accounting Standards Board Statement 34 (GASB 34) requires that certain capitalized fixed assets must be depreciated. Depreciation is the process of allocating a portion of the historical cost to each year of an asset's useful life.

The straight-line method of depreciation is used for the GASB 34 capitalized fixed assets. The straight-line method of depreciation is calculated by allocating the historical cost less the salvage value of the asset over the useful life in equal annual portions.

There is no partial year depreciation. Regardless of when a GASB 34 capitalized fixed asset is acquired, depreciation is charged for the entire year in the year of acquisition. Furthermore, when a GASB 34 capitalized fixed asset is disposed of, depreciation is not charged for the year of disposition.

Listed below are the capitalization thresholds for GASB 34 fixed assets:

Capitalization Thresholds:

Land	\$ 0
Buildings	50,000
Building Improvements	25,000
Improvements other than Buildings	25,000
Mobile Equipment	5,000
Furniture and Equipment	5,000

Listed below are the useful lives for GASB 34 fixed assets:

Useful Lives:

Buildings	40 years
Portable Buildings	15 years
Building Improvements	20 years
Improvements other than Buildings	20 years
Cars & Trucks	5 years
Buses	10 years
Computer Equipment	3 years
Other Furniture & Equipment	7 years
Heavy Outdoor Equipment	7 years

Listed below are the salvage values for GASB 34 fixed assets:

Salvage Values:

Buildings	20% of cost
Building Improvements	20% of cost
Improvements other than Buildings	20% of cost

Vehicles / Heavy Equipment	10% of cost
Computer Equipment	1% of cost
Furniture & Equipment	1% of cost

DATA ELEMENTS

For all fixed assets acquired, the following data elements will be recorded:

Asset number
 Major asset classification (see codes below)
 Minor category (see codes on page 6)
 Asset description (model year, model number, etc.)
 Manufacturer
 Serial number
 Model number
 Ownership code (see codes on page 6)
 Location code (see codes on pages 7 & 8)
 Room number
 Condition
 Acquisition date
 Purchase order number
 Vendor information
 Check number
 Acquisition method (purchased or donated)
 Expense account
 Asset fund group (8000)
 Acquisition cost
 Estimated life (see page 4)

The **major asset classifications** are determined by the Office of the State Auditor and are as follows:

<u>Classification Code</u>	<u>Description</u>
201	Land
211	Buildings
212	Building Improvements
221	Improvements Other than Buildings

231	Mobile Equipment
241	Furniture & Equipment
251	Leased Property Under Capital Leases
261	Construction in Progress

The **minor category codes** are more detailed than the major asset classifications and are as follows:

<u>Category Code</u>	<u>Description</u>
1000	Land
1100	Outdoor equipment
1200	Security equipment
1300	Machinery & tools
1350	Maintenance equipment
1400	Cafeteria equipment
1410	Other appliances
1500	Science equipment
1600	Furniture
1700	Business machines
1800	Communications equipment
1900	Computer equipment
2100	Audio/visual equipment
2300	Athletic equipment
2500	Musical instruments
2600	Mobile equipment – buses
2700	Mobile equipment – other motor vehicles
2800	Mobile equipment – lawn maintenance
2900	Improvements other than buildings
3000	Buildings
3100	Portables / Storage units

The **ownership codes** indicate which fund purchased the fixed asset and are as follows:

<u>Ownership Code</u>	<u>Description</u>
A	Adult Education
C	Child Nutrition
D	Band
D	District
D	Transportation
S	Pre-school
S	Special Education
V	Vocational
W	Title 1 (ARRA)

<u>Ownership Code</u>	<u>Description</u>
X	Preschool (ARRA)
Y	(IDEA) (ARRA)
Z	Title 1 (ARRA)
1	Title 1
2	Title 2
3	Title 1 – 1003A
4	Title 4
5	Title 5

The **location codes** are as follows:

<u>Location Code</u>	<u>Description</u>
010001	NBCSD Administrative Office
010008	I.T. Montgomery Elementary
010014	Brooks Elementary
010010	Northside High
010002	Maintenance Shop
010003	Bus Shop
010004	NBCSD Disposal Room
010005	Parent Center (Shelby)
010006	Parent Center (Mound Bayou)

VALUATION

As required by Generally Accepted Accounting Principles, fixed assets will be recorded at historical cost or estimated historical cost. Donated fixed assets will be recorded at fair market value at the time of donation.

CAPITALIZATION

The district will capitalize all fixed assets with a useful life of more than one year and with a historical cost of \$1,000 or greater. Also, fixed assets (regardless of cost, unless otherwise noted) with a useful life of more than one year that are considered “highly walkable” will be capitalized. Highly walkable items include the following:

Computers and computer equipment (*greater than \$250*)

*(Includes **only** CPU, hard drive, stand-alone terminal and printers)*

Cameras and camera equipment *(greater than \$250)*

Televisions *(greater than \$250)*

Two-way radio equipment

Lawn maintenance equipment

Cellular telephones

Chain saws

Air compressors

Welding machines

Generators

Motorized vehicles

In accordance with the Office of the State Auditor's *Financial Accounting Manual* for Mississippi Public School Districts, expenditures for capitalized equipment shall be recorded using the following object codes:

610	Non-capitalized Property
710	Land
721	Buildings (less than \$50,000)
725	Buildings (\$50,000 and above)
728	Building Improvements (less than \$25,000)
729	Building Improvements (\$25,000 and above)
731	Computer Equipment (less than \$5,000)
733	Computer Equipment (\$5,000 and above)
735	Other Furniture and Equipment (less than \$5,000)
737	Other Furniture and Equipment (\$5,000 and above)
751	Improvements Other than Buildings (less than \$25,000)
753	Improvements Other than Buildings (\$25,000 and above)
771	Cars and Trucks (less than \$5,000)
772	Cars and Trucks (\$5,000 and above)
773	Buses (less than \$5,000)
774	Buses (\$5,000 and above)
775	Other Mobile Equipment (less than \$5,000)
776	Other Mobile Equipment (\$5,000 and above)

INTEREST CAPITALIZATION

Interest expense will not be capitalized on fixed assets.

INFRASTRUCTURE

Infrastructure consists of public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and similar assets that are immovable and of value only to the governmental unit. Infrastructure will not be capitalized unless the cost is material in value.

SOFTWARE

The district currently uses a fixed asset accounting module for recording and reporting of fixed assets. The software being utilized is Integrity.

REPORTING

The following reports relating to fixed assets must be prepared:

1. **Summary of fixed assets** – This report is a summary by major fixed asset classification. It includes beginning balance, additions, deletions and ending balance for the month. This report must be prepared on a monthly basis.
2. **Fixed asset additions** - This report is a detailed listing of additions by major fixed asset classification. This report must be prepared on a monthly basis.
3. **Fixed asset deletions** – This report is a detailed listing of deletions by major fixed asset classification. This report must be prepared on a monthly basis.
4. **Detailed listing of fixed assets** – This report is a detailed listing of all fixed assets by major classification. This report must be prepared on an annual basis.

TAGGING

Assets to be Tagged:

All **capitalized** fixed assets will be tagged with barcode tags. The only exceptions are buildings, land and improvements. A tag number will be assigned to these items, but a tag will not be attached.

Type of Tags and Contents:

White property tags for **capitalized** fixed assets read “Property of North Bolivar Consolidated School District” and have the asset number and a bar-code.

Tag Location:

For heavy equipment and furniture, the property tag should be placed in a location whereby the equipment or furniture does not have to be moved for the tag to be viewed. Generally, this will be on the upper right side or right front of the item.

Tagging Instructions:

All tags will be maintained and issued by the fixed assets manager. When a fixed asset is purchased, a *Fixed Asset Acquisition* form (Form FA-1) must be completed. This form must be submitted with the corresponding purchase order or with the Activity Fund Transmittal, if purchased with school activity funds. A copy of this form should remain at the school or department as record a property tag has been applied for. Once the purchase order or Activity Fund Transmittal has been processed, the fixed assets manager will assign a property tag to the item. The property tag along with a copy of the *Fixed Asset Acquisition* form will be returned to the school or department where the item is located. The supervisor or principal is responsible for making certain the tag is promptly attached to the fixed asset item. A copy of the *Fixed Asset Acquisition* form should be kept on file at the school or department location. Once payment has been executed based on the claims docket, the AP Clerk will link the PO with the inventory tag, which will associate the acquisition date, cost, claim number and check number to the asset.

Upon acceptance of a donated fixed asset, a *Fixed Asset Donation* form (Form FA-5) must be completed and submitted. If the donated item has a value of \$500 or more, then a *Board Agenda Request* form must also be submitted. A property tag will be assigned to a donated fixed asset in the same manner as above.

Tagging Computers:

A tag will be assigned only to the central processing unit of a computer. However, the total cost of the computer will include the keyboard and monitor. These three components are considered one unit. Printers are also considered computer equipment.

Missing or Damaged Tags:

If a tag is missing (or damaged) from a fixed asset that has already been assigned a fixed asset number, contact the fixed assets manager and a replacement tag will be printed.

MAINTAINING THE FIXED ASSET SYSTEM

Recording the Fixed Assets

The fixed assets manager is responsible for entering all acquisitions, disposals and transfers into the accounting system. The fixed assets manager is also responsible for maintaining and filing all documentation related to fixed assets and preparing the required reports on a monthly and an annual basis. The business office reconciles the purchases charged to capitalized fixed assets in the general ledger with the fixed asset subsidiary records each month.

Fixed Asset Room Sheet

In each classroom or workroom at each school, a “fixed asset room sheet” must be maintained. The original signed form is to be kept by the principal/director. A copy must be posted in the classroom/work area. It is usually located on the back of the classroom door in a plastic sleeve. The room sheet contains a list of all fixed assets assigned to the room. This form is signed by the responsible employee verifying the fixed assets are in the employee’s work area and stating the employee’s full responsibility for the items listed. If a fixed asset is transferred to another room within the campus, new room sheets for each room must be printed, signed and put in the place of the previous room sheets.

Transfers of Fixed Assets

Transfers of equipment between departments/schools are done electronically through the Integrity fixed assets system. Electronic transfers are initiated by the department/school receiving the fixed asset. Notice is sent to the director/principal/fixed assets manager of the department/school transferring the fixed asset.

Disposal of Fixed Assets

All deletions of fixed assets, regardless of method, must be approved by the school board prior to disposal. A *Fixed Asset Disposal* form must be prepared and submitted to the school board along with a *Board Agenda Request* form. These forms must be completed in full and should contain a short description of why the item(s) should be removed from inventory. There are three types of fixed asset disposals:

Stolen Fixed Assets – If a fixed asset has been stolen, a police report must be obtained from the local law enforcement agency. A “lost or stolen property affidavit” must be prepared, signed, notarized, and submitted to the school board along with the police report. These forms, along with the *Board Agenda Request* form and the *Fixed Asset Disposal* form, should be submitted to the fixed assets bookkeeper in the Accounting Department. If complete and in order, the affidavit is sent to the superintendent for his/her approval. Once approved by the superintendent, a list of lost and/or stolen fixed assets (along with a copy of the affidavits) is presented to the school board for approval.

Lost Fixed Assets – If a fixed asset has been lost (after searching for it in a diligent manner), a *Lost or Stolen Property Affidavit* must be prepared, signed, notarized, and submitted to the school board. This form should include an explanation of the circumstances of the fixed asset being lost. This form, along with the *Board Agenda Request* form and the *Fixed Asset Disposal* form and should be submitted to the fixed assets bookkeeper in the Accounting Department. If complete and in order, the affidavit is sent to the superintendent for his/her approval. Once approved by the superintendent, a list of lost and/or stolen fixed assets (along with a copy of the affidavits) is presented to the school board for approval.

If a stolen or lost item is subsequently found, then it is the responsibility of the school or department to prepare the paperwork to get the item added back to the fixed asset inventory.

Fixed Assets to be Sold or Junked – If a fixed asset is no longer useful to the school district, then the business manager or his/her designee, makes a determination whether the item has any value to the district.

If the fixed asset does have value, then the business manager or his/her designee will dispose of the asset according to the state disposal law (Sec 37-7-451, et. seq., and Sec 17-25-25, et. seq., of the Mississippi Code). In summary, these code sections state that an asset with a value of more than \$1,000.00 must be advertised for sale or sold at a public auction. An asset with a value of \$1,000.00 or less may be sold at a private sale.

If an asset has no value to the school district, then school board approval is required before the asset is disposed. After approval by the school board, the business manager or his/her designee, may dispose of the item in the most economical way to the district. The district

may also transfer the asset to another governmental entity upon approval by the school board.

Important: an asset may not be disposed of until the school board and the Accounting Department have approved the disposal.

Stewardship for Fixed Assets:

The responsibility for the physical custody of fixed assets will be entrusted to the principal at each school or to the department head of each department for those assets assigned to that location. Any employee having custody and responsibility of any fixed assets will exercise due professional care in managing, maintaining and controlling fixed assets. If an employee is negligent in this duty he/she shall be held personally liable for any fixed assets missing or damaged.

For each work area/classroom, a fixed asset log will be maintained. This form is to be signed by the employee verifying the fixed assets are in the employee's work area and stating full responsibility for the items listed.

Annual Physical Inventories:

A physical inventory shall be taken three (3) times annually. Administrators and principals are required each year to certify that the physical inventory at their location has been reviewed and that the explanation for unlocated item(s) is clear, complete and correct. All inventories shall be submitted to the fixed assets manager. The fixed assets manager will reconcile the inventory listing from the building locations to the district's fixed asset records.

The fixed assets manager shall also go to building locations during the year and test (on a sample basis) inventory items from the district's records to the actual fixed asset. This will also trace (on a sample basis) actual fixed assets in the building to the district's records.

FIXED ASSET FORMS

The following forms are used in maintaining the Fixed Asset system:

Fixed Asset Acquisition (form FA-1) – This form must be completed when a fixed asset is purchased. It must be submitted with the corresponding purchase order or Activity Fund Transmittal.

Fixed Asset Disposal (form FA-2) – This form must be submitted and approved by the school board before a fixed asset may be removed from inventory. No item may be disposed

of prior to school board approval. Items reported stolen must also be accompanied by a police report. A *Board Agenda Request* form shall accompany all *Fixed Asset Disposal* forms. It should be completed in full with a short description of why the item should be removed from inventory.

Lost or Stolen Property Affidavit (form FA-2a) – This form must be prepared, notarized and submitted to the school board for any fixed assets lost or stolen.

Fixed Asset Transfer (form FA-3) – This form is to be used when an item is transferred to another location whether it will be returned to the original location, or it is a permanent transfer. Items returned to the manufacturer for repair or items loaned to another location for short-term use require this form. It is the responsibility of the sending location to complete and maintain this form.

Fixed Asset Donation (form FA-4) – This form must be submitted upon acceptance of any donated item considered a fixed asset. Any donated item valued at five hundred (\$500) or more at the time of donation must be accompanied by an Agenda Request form for school board recognition. All technology equipment must be approved by the Director of Technology or the Technology Coordinator prior to acceptance of the donation.

Off-site Fixed Asset Request (form FA-5) – This form must be completed by any employee taking a fixed asset off-site (to and from home, etc.). It is to be signed by both the employee and supervisor. While the fixed asset is not on the school district premises, the employee is responsible for the fixed asset and agrees to reimburse the district for any loss or damage due to negligence. The original form is kept by the employee and a copy is given to the fixed assets manager at the employee's location. This form must be completed and submitted annually.

Fixed Asset Disposal Request (form FA-6) – This form must be submitted to approve the removal of fixed assets from inventory for school board recognition. All technology equipment must be approved by the Director of Technology or the Technology Coordinator prior to disposal.

Please contact Billy Joe Hall if you have any questions or problems with the inventory process.

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT
FIXED ASSET ACQUISITION

MUST ACCOMPANY A PURCHASE ORDER OR ACTIVITY FUND TRANSMITTAL

SECTION I
(TO BE COMPLETED BY ADMINISTRATIVE OFFICE)

ASSET NUMBER: _____

CHECK NUMBER: _____ **DATE PAID:** _____

=====

SECTION II
(TO BE COMPLETED BY SCHOOL/DEPARTMENT)

CHECK ONE: _____ **PURCHASED THROUGH DISTRICT FUNDS**

_____ **PURCHASED THROUGH ACTIVITY FUND**

_____ **PURCHASED THROUGH CREDIT WITH ASSET #** _____

ITEM DESCRIPTION: _____

MANUFACTURER: _____

SERIAL NUMBER: _____

MODEL NUMBER: _____

VENDOR NAME: _____

VENDOR NUMBER: _____

SCHOOL/DEPARTMENT: _____

ITEM LOCATION: _____

PURCHASE ORDER NUMBER: _____

FUND/FUNCTION/OBJECT/DEPARTMENT: _____

PURCHASE AMOUNT: _____

FORM FA-1

Two Copies – NBCSD Administrative
One Copy – School/Department

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT

FIXED ASSET DISPOSAL

***MUST BE ACCOMPANIED BY AN AGENDA REQUEST FORM
WHEN SUBMITTED FOR BOARD APPROVAL***

ASSET NUMBER: _____

ITEM DESCRIPTION: _____
(INCLUDE MANUFACTURER)

SERIAL NUMBER: _____

SCHOOL/DEPARTMENT: _____

ASSET CONDITION (check one): _____ **WORKING** _____ **NON-WORKING**

PLEASE NOTE: Items reported stolen must be accompanied by a police report. A memorandum stating circumstances of equipment loss must accompany those shown as lost, destroyed due to catastrophe or transferred to another governmental entity. The Agenda Request Form should be completed in full with a short description of why the item should be removed from inventory.

..... ***DO NOT WRITE BELOW THIS LINE***
TO BE COMPLETED BY DIRECTOR OF PURCHASING

DATE OF APPROVAL BY SCHOOL BOARD: _____

METHOD OF DISPOSAL:

1. **SOLD**
2. **JUNKED**
3. **LOST**
4. **STOLEN**
5. **CATASTROPHE**
6. **RETURNED TO VENDOR FOR CREDIT (*Replaced by asset #*_____)**
7. **RETURNED TO STATE VOCATIONAL WAREHOUSE**
8. **TRANSFERRED TO OTHER GOVERNMENTAL ENTITY**

IF SOLD:

AMOUNT OF SALE: _____ **DATE OF SALE:** _____

BUSINESS MANAGER: _____

FORM FA-2

*Two Copies—NBCSD Administrative Office
One Copy—School/Department*

**NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT
LOST OR STOLEN PROPERTY AFFIDAVIT**

SCHOOL/DEPARTMENT

ADDRESS

ADDRESS

Location of Property: _____ Date: _____

<u>Description</u>	<u>Inventory Number</u>	<u>Police/Sheriff Report Number</u>	<u>Date Purchased</u>	<u>Cost or Value</u>
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Detailed Explanation of Loss: (In case of theft, robbery or mysterious disappearance, show the name of the local law enforcement office notified and the date the loss was discovered. If such loss was not reported to a local law enforcement office at the time of the discovery, give a complete explanation of such failure.) Attach copies of police reports, if applicable.

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

Principal/Director

Date

Employee Responsible for Property

Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for _____ County, in the State of Mississippi, the above named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the _____ day of _____, 20____.

Notary Public

**This document has been reviewed and approved by _____
Superintendent**

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT
FIXED ASSET TRANSFER

*TO BE USED FOR ITEMS TRANSFERRED TO ANOTHER LOCATION
(PERMANENT OR TEMPORARY)*

ASSET NUMBER: _____

ITEM DESCRIPTION: _____

SERIAL NUMBER: _____

ASSET TRANSFERRED FROM: _____

ASSET TRANSFERRED TO: _____

DATE OF TRANSFER: _____

REASON FOR TRANSFER: _____

ESTIMATED DATE OF RETURN: _____

SIGNATURE OF PERSON SENDING: _____

SIGNATURE OF PERSON RECEIVING: _____

.....
**IF UNABLE TO RETURN, SHOW REASON OR CHANGE TO PERMANENT
ESTIMATED DATE OF RETURN:** _____

DATE RETURNED: _____

INITIALS OF BOTH PARTIES:
.....

FORM FA-3

*ONE COPY – FIXED ASSETS MANAGER ONE COPY – SCHOOL/DEPARTMENT
RECEIVING COPY – ATTACH TO EQUIPMENT
SENDING COPY – SCHOOL/DEPARTMENT SENDING*

NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT FIXED ASSET DONATION

MUST BE SUBMITTED UPON ACCEPTANCE OF DONATED ITEM

SECTION I (TO BE COMPLETED BY ADMINISTRATIVE OFFICE)

ASSET NUMBER: _____

SECTION II (TO BE COMPLETED BY SCHOOL/DEPARTMENT)

ITEM DESCRIPTION: _____

DATE OF DONATION: _____

MANUFACTURER: _____

SERIAL NUMBER: _____

MODEL NUMBER: _____

DONATED BY: _____

SCHOOL/DEPARTMENT: _____

ITEM LOCATION: _____

VALUE AT TIME OF DONATION: _____

***(ANY DONATION VALUED AT FIVE HUNDRED DOLLARS (\$500) OR MORE MUST BE
ACCOMPANIED BY AN AGENDA REQUEST FORM FOR BOARD ACKNOWLEDGEMENT.)***

***PLEASE NOTE: ALL TECHNOLOGY EQUIPMENT (COMPUTERS, PRINTERS, ETC.)
MUST BE APPROVED BY THE DIRECTOR OF TECHNOLOGY OR THE BUSINESS
MANAGER PRIOR TO ACCEPTANCE OF DONATION.***

APPROVED BY (INITIAL ONE): _____ **DIRECTOR OF TECHNOLOGY**

_____ **BUSINESS MANAGER**

DATE OF APPROVAL: _____

FORM FA-4

***Two Copies – NBCSD Administrative
One Copy – School/Department***

**North Bolivar Consolidated School District
Off-Site Fixed Asset Request**

Asset Number _____ School/Department _____

Asset Description _____

Serial Number _____

Purpose _____

I understand that I am responsible for the above asset while in my possession, both on and off site. I understand it is my responsibility to report any damages or losses while this asset is in my possession. I agree to reimburse the North Bolivar Consolidated School District for any loss due to my negligence.

Employee Signature _____

Supervisor Signature _____

Date Approved _____

Date Returned _____

Employee Signature _____

Supervisor Signature _____

Note: Keep original with your fixed asset room inventory log and give a copy to the fixed asset manager at your location.

FORM FA-5

*Two Copies – NBCSD Administrative
One Copy – School/Department*

1. EQUIPMENT DETAILS				
Location Code:		School/Location Name:		
Equipment No:		Description:		
Acquisition Date:	Age:	Acquisition Cost:	\$	Written Down Value: \$
2. DISPOSAL / WRITE OFF CODES (tick appropriate box)				
DISPOSAL CODES (see notes)		WRITE OFF CODES (see notes) CODE		
Sell by Public Auction/Tender	A <input type="checkbox"/>	Unaccounted for (e.g. missing at stol)		U <input type="checkbox"/>
Trade-In	I <input type="checkbox"/>	Deleting duplicate equipment numbers and consolidating components		X <input type="checkbox"/>
Destroy and Dump	E <input type="checkbox"/>			
Donate to Charity	D <input type="checkbox"/>			
Transfer to other Govt Dept	O <input type="checkbox"/>			
Return to Supplier	R <input type="checkbox"/>			
Use for Parts	Z <input type="checkbox"/>			
If a Disposal Code is ticked - proceed to Section 3 and complete		If a Write-Off Code is ticked - proceed to Section 4 and complete		
3. DISPOSAL				
Disposal Date:		Proceeds of sale / trade-in: \$		Receipt No:
3(a) DISPOSAL: The item described above is no longer required because:				
3(b) Name: _____ Position: _____				
Signature: _____ Date: _____				
3(c) DISPOSAL STATEMENT - I approve disposal of the equipment described above, and certify that it will be disposed of fairly, openly and in the most cost effective manner. Where this is a capital asset, I request that this item be removed from the central register.				
Name: _____ Position: _____				
Signature: _____ Date: _____				
4. WRITE OFF				
4(a) Write Off: The item described above must be written off because:				
4(b) Signature: _____ 4(c) Second Signature: _____ (where written down value greater than \$1,000.00)				
Designation: _____ Designation: _____				
Date: _____ Date: _____				
4(d) WRITE OFF STATEMENT - I certify that I approved this write off after appropriate action has been taken to (a) locate the item and (b) prevent further losses of this type occurring in future. Where this is a capital asset, I request that this item be removed from the inventory.				
Name: _____ Position: _____				
Signature: _____ Date: _____				
DATA ENTRY (Office Use Only)	ASSET MASTER RECORD NUMBER:	DATA ENTERED BY:	DOCUMENT NO:	