

## **HERTFORD COUNTY PUBLIC SCHOOLS**

### **Equipment Procedure**

#### **Equipment Property Records**

Hertford County Public Schools will maintain property records for equipment and computing devices/technological items that include [§200.313\(d\)\(1\)](#):

- a description of the property
- a serial number or other identification number
- the source of funding for the property
- who holds title
- the acquisition date
- cost of the property
- percentage of Federal participation in the project costs for the Federal award under which the property was acquired
- the location
- use of the property
- condition of the property, and
- any ultimate disposition data including the date of disposal and sale price of the property.

The Information Technology Department (IT) will maintain property records for technology equipment which will include all information listed above. Property records for other equipment will be maintained by the Finance Director. The information, including entering property into the fixed asset inventory and making adjustment to the inventory, is accomplished by the IT Department (technology equipment) or Finance Director (other equipment).

When inventory is received, it is inspected by the Administrators / Supervisors or Designees who determine that the inventory is in good condition and that it matches the purchase order, which matches the invoice. No receiving report is produced. The IT Department (technology equipment) or Finance Director (other equipment) logs the inventory into the property management system. The inventory control sheet is kept with the IT Department (technology equipment) or Finance Director (other equipment).

All inventoried equipment including computing devices and other highly desirable mobile devices such as laptops, smart phones, and tablets are to be tagged and tracked. The IT Department / Administrators will be responsible for ensuring equipment is tagged.

### **Physical Inventory**

A physical inventory of the property is taken and the results reconciled with the property records at least once every two years [§200.313\(d\)\(2\)](#). The IT Department (technology equipment) or Finance Director (other equipment) will assign the physical inventory to Program Administrators or Media Coordinators in the schools where the equipment is located. The inventory will be performed at least once every two years and signed off. The results of the inventory will be reported to the IT Department (technology equipment) or Finance Director (other equipment).

The IT Department (technology equipment) or Finance Director (other equipment) reconciles discrepancies between the inventory and the property records by updating the property records as needed and documenting any property that is damaged or missing for identification, repair or replacement as needed. The IT Department (technology equipment) or Finance Director (other equipment) will maintain documentation of the physical inventory and reconciliation and sign off when the reconciliation is completed.

### **Safeguarding Property Equipment**

The IT Department (technology equipment) or Finance Director (other equipment) will set up and manage a control system to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft will be investigated. [§200.313\(d\)\(3\)](#).

Property may be taken off campus by students or staff. The person taking the property off site must sign and date upon departure and return. The computing devices are tagged HERTFORD COUNTY PUBLIC SCHOOLS. Equipment that is lost or stolen is reported to the IT Department who will complete an investigation on the lost or stolen property. Interviews will be conducted and/or a police report will be filed under the discretion of the Superintendent or Designee as part of the investigation process. A report regarding lost or stolen property will be completed by the person doing the investigation and filed with the property inventory records as well as with the business office. In addition to possible criminal action the Superintendent or Designee will determine what, if any, additional action is necessary. Replacement equipment will be obtained through the normal procurement function and must meet all applicable requirements.

Disposition of property will be listed by the IT Department (technology equipment) or Finance Department (other equipment) in the property records in the event the property is sold, lost or stolen, or cannot be repaired. Property that is sold, identified as lost or stolen, or cannot be repaired will be listed in the property records for three (3) years after the lost/stolen date.

## **Maintaining Property Equipment**

Staff to whom property / equipment is assigned will monitor and maintain these items in good condition while in their possession.

The IT Department (technology equipment) or Finance Director (other equipment) should be contacted if an item is broken or not working properly. Equipment in need of repair is assessed to determine whether to repair or salvage. As part of this process they will determine if a warranty will apply to the repair, if not, they will obtain repair cost estimates. Generally, if the cost of repair exceeds half the cost of the restored value, then the equipment may be salvaged or donated. Other factors such as availability of the damaged item can be considered when determining whether a repair is appropriate.

## **Disposition**

[§200.313\(e\)](#) - When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, Hertford County Public Schools will dispose of the equipment as follows:

- Items of equipment with a current per unit fair-market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency [§200.313\(e\)\(1\)](#).
- Items of equipment with a current per unit fair-market value in excess of \$5,000 may be retained by Hertford County Public Schools or sold [§200.313\(e\)\(2\)](#).
  - The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase.
  - If the equipment is sold, the Federal awarding agency may permit Hertford County Public Schools to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

The Administrators/Supervisors, with approval from the Superintendent or Designee, is responsible for determining how equipment will be disposed of. Possible sales procedures include on-site and govdeals.com auctions. Auctions will be advertised online or in the local newspaper to ensure the highest level of exposure. If not being sold by auction the sale of the item will also be advertised online or in the local newspaper to ensure the highest level of exposure and there is no limit to the number of purchase offers that will be considered. The highest offer received in a reasonable amount of time will be accepted. All sales procedures will be performed in a manner to ensure the highest possible return.

## **Definitions**

**Equipment [§200.33](#)** - tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost of \$5,000.

**Computing Device [§200.20](#)** – machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. A computing device is considered a supply if the acquisition cost is less than the lesser of the capitalization level established by Hertford County Public Schools for financial statement purposes or \$5,000, regardless of the length of its useful life.