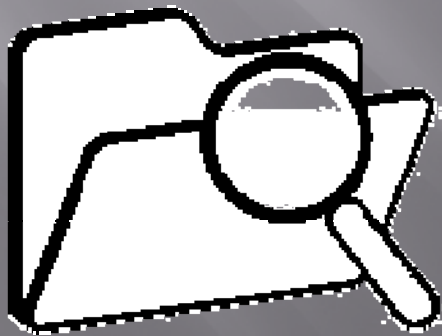




OFFICE OF FIXED ASSETS MANAGEMENT GROUP



The Fixed Asset Management Group shall maintain an inventory of all District-Owned Fixed Assets and equipment items, as defined by the Fixed Asset Policy Manual, for financial accounting and insurance purposes.

Fixed Asset Management Group

- All Fixed Assets (Land, Buildings, Fixed Equipment, Infrastructure, Vehicles and Moveable Equipment) are owned by the Newark Public School District and not by a specific individual, department or other operating unit.
- All District employees are personally responsible for protecting District property entrusted to them. This includes the proper care, maintenance, control, and reasonable safeguards to prevent loss, damage or theft of such equipment and other Fixed Assets.



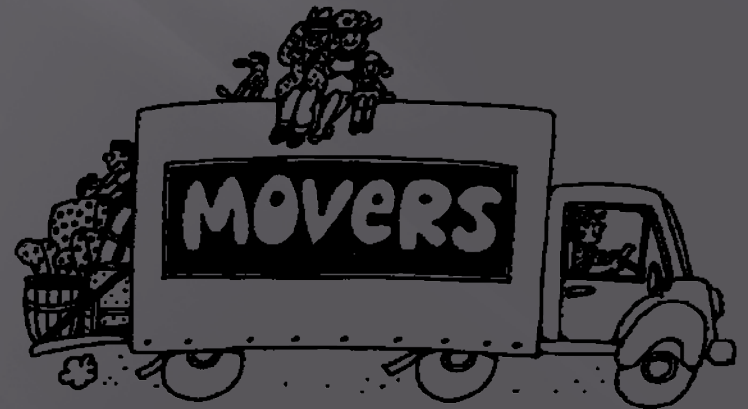
Fixed Asset Management Group

- ▣ The Fixed Asset Management Group shall maintain an inventory of all District-Owned Fixed Assets and equipment items, as defined by the Fixed Asset Policy Manual, for financial accounting and insurance purposes.
- ▣ All Fixed Assets and Equipment items with an acquisition cost of \$2,000 or greater and all Computers, Laptops, Digital Cameras, Computer Projectors and related equipment shall be labeled with a District identification tag.



Fixed Asset Management Group

- ▣ Fixed Asset Report
- ▣ Tagging Public School Equipment
- ▣ Tagging Non-Public School Equipment
- ▣ Relocation Services



Obsolete Items

- ▣ **Old Books** – Fixed Asset Management Group will pick up old books, provided they are boxed up and have been approved by the Dept. of Teaching & Learning to be discarded.
- ▣ The Obsolete Items form must be properly filled out with the appropriate signatures.
- ▣ Pick-ups dates are scheduled based on the availability of the movers and when the form has been returned to Fixed Asset Management Group.
- ▣ All forms are located on the Pdrive under FA (*forms*).

[illegible]

Obsolete Items

- **Old Computers/Equipment** – Fixed Asset Management Group will pick up old computers and equipment, provided they have been approved by the Dept. of Instructional & Technology to be discarded.
- The Obsolete Items form must be properly filled out with the appropriate signatures.
- Pick-ups dates are scheduled based on the availability of the movers and when the form has been returned to Fixed Asset Management Group.
- All forms are located on the P drive under FA (*forms*).

[illegible]

Name	School	Date
------	--------	------

Supervisor Dept of Instructional Technology
Date

RA will pick up old computers, provided they have been approved by the Instructional Technology cte. discarded Pick-Up is based on the availability of servers. No pick-up will be schedule unless the Form is submitted to RA with proper measures.

Obsolete Items

- ▣ **Old Furniture** – Fixed Asset Management Group will not pick up old broken furniture, your custodians can discard them. If the furniture is in good shape and can be used by another School, then FA will pick them up.
- ▣ The Obsolete Items form must be properly filled out with the appropriate signatures.
- ▣ Pick-ups dates are scheduled based on the availability of the movers and when the form has been returned to Fixed Asset Management Group.
- ▣ All forms are located on the P drive under FA (forms).

[illegible]

Relocation Services

- ▣ The Fixed Asset Management Group provides moving services throughout the District from one location/school to another. The movers are not here to replace the custodians, but to assist. We will move Classrooms and Departments from one building to another. We will also move Pianos and Photocopiers from one area to another.
- ▣ The Fixed Asset Management Group will no longer provide moving services within a location/building. That service should be done by the Custodial Staff.
- ▣ All Relocation Services Request will have to be submitted to our Department via email from the SLT (There is a minimum of five day turnover period).

Donated Assets

- ▣ If an individual, organization, or association etc. indicates an intention to make a donation to the District, the donation proposal must be submitted in writing on company letterhead when appropriate.
 - *a purpose and use of donation
 - *brief description of item
 - * the value of gift
- ▣ If an attorney is representing the donor, the lawyer will have to contact the Office of General Counsel.

Donated Assets

- ▣ The location receiving the gift/donation must forward the written letter to the Office of Fixed Asset Management Group for approval.
- ▣ Office of Fixed Asset Management Group will obtain the necessary signatures.
- ▣ No donation may be accepted prior to the approval of Office of Fixed Asset Management Group.
- ▣ Office of Fixed Asset Management Group will inspect and approve all donations of office furniture prior to acceptance.

Donated Assets

- ▣ The Office of Instructional Technology will inspect and approve all donation of computer and/or computer related equipment.

Lost/Stolen Items

- ▣ The custodian of the asset should report any missing/stolen to the Principal/Department Head.
- ▣ The Principal/Department Head must make a Police Report and along with the completed Incident Report.
- ▣ The completed Police and Incident report should be forwarded to the Fixed Asset Management Group.
- ▣ Central Office Coordinator will record present disposition in the computerized system

Lost/Stolen Items

NEWARK PUBLIC SCHOOLS
2 CEDAR STREET
NEWARK, 07102

NOTE: Districts are required to report this information in summary form to NJDOE on Form MISND10040595. School may substitute, or supplement this form with, a locally designed form.

School: _____ Incident No. _____

Time of Incident (app.): _____:_____:____ am pm Date of Incident: ____/____/____

Location: Cafeteria _____ classroom _____ corridor _____ other inside school _____ school grounds _____ bus _____ other outside _____

VADALISM, VIOLENCE, AND SUBSTANCE ABUSE INCIDENT REPORT FORM

Check Incident Category (Or Categories): _____ 1. Vandalism _____ 2. Violence _____ 3. Weapons _____ 4. Substance abuse

Indicate the type of incident (Check as many as apply.)

1 VANDALISM	2 VIOLENCE	3 WEAPONS	4 SUBSTANCE ABUSE
a) _____ Arson	a) _____ Simple Assault	a) _____ Bomb Offense	alcohol marijuana other
b) _____ Burglary	b) _____ Aggravated Assault	b) _____ Possession of Firearm	a) Use _____
c) _____ Damage to Property	c) _____ Fight	c) _____ Assault with a Firearm	b) Possession _____
d) _____ Fireworks Offense	d) _____ Gang Fight	d) _____ Assault with other Weapon	c) Distribution _____
e) _____ Theft	e) _____ Robbery	Check if perpetrator (in a-d) was:	
f) _____ Trespassing	f) _____ Extortion	removed from school _____	
	g) _____ Sex Offense	expelled _____	
	h) _____ Other Violence Offense	e) _____ Possession of other Weapon	
		f) _____ Sale or Transfer of Weapon	
Check if:	Check if:	Check if: for incident in 3 (a-f)	
This was a bias incident _____	This was a bias incident _____	This was a bias incident _____	
victim was a member of _____	victim was a member of _____	victim was a member of _____	
district or contracted staff _____	district or contracted staff _____	district or contracted staff _____	
Estimated Cost of Vandalism: \$ _____			
Description of Incident: Specify damage to property, if applicable.			

1. _____ complaint filed with police
_____ police notified (no complaint filed)

2. _____ expelled
_____ removal to alternative program

_____ in-school suspension
_____ out-of-school suspension
_____ other action

Person completing this form (school employee only)

Signature _____

Title _____

Date _____

Reviewed by principal (signature): _____

Signature _____

Date _____

NOTES: