

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2615-2</b>
<b>SUBJECT:</b>  <b>FIXED ASSET INVENTORY</b>	<b>DATE OF ISSUE: 01/12/83</b> <hr/> <b>REVISIONS: 11/06/90; 11/17/95; 07/20/00</b> <hr/> <b>PREPARING OFFICE:</b> <b>FISCAL SERVICES</b>

**I. PURPOSE:**

To outline the procedures for maintaining a Districtwide Fixed Asset Inventory System.

**II. PERSONNEL AFFECTED:**

All District Employees

**III. RESPONSIBILITIES:**

The building principal will be responsible for maintaining the inventory for his/her building. Any departmental inventories that are maintained will be a part of the Districtwide Fixed Asset Inventory System. The music librarian, the coordinator of media services, the general director of information technology, the distribution/facilities manager, and the general director of Kaw Area Technical School (KATS) will be responsible for receiving, tagging, and generating the initial inventory records for all fixed assets.

**IV. PROCEDURES:**

**A. New Items:**

**1. Computers**

All computers and peripherals will be received at information technology and will be received, marked, and set up for distribution by the manager of the manager of information technology, who will be responsible for generating all records for receiving and entering computers into the inventory.

**2. Audio-Visual Equipment**

All audio-visual equipment will be received at central receiving and will be received, marked, and set up for distribution by the coordinator of media services, who will be responsible for generating all records for receiving and entering audio-visual equipment into the inventory.

**3. Musical Instruments**

All musical instruments will be received at central receiving and will be received, marked, and set up for distribution by the music librarian, who will be responsible for generating all records for receiving and recording musical instruments into the inventory. Musical equipment will not be bar-coded but will be assigned an item number by the fixed asset specialist.

**4. Kaw Area Technical School (KATS)**

All equipment for KATS will be received at KATS and will be received and marked by the general director of KATS who will be responsible for generating all records for receiving and recording KATS equipment into the inventory.

**5. All Other Equipment**

All other equipment will be received at central receiving and will be received, marked, and set up for distribution by the distribution/facilities manager, who will be responsible for generating all records for receiving and entering this equipment into the inventory.

**6. Large Equipment**

Equipment items too large to be delivered to a central point will be delivered to the building of final assignment. The building principal will inform the fixed asset specialist when the item has been delivered.

**B. Transfers**

**1. Transfers Out**

When an equipment item is transferred out of a building, it will be the responsibility of the building principal to fill out a Fixed Asset Inventory Transfer form (8036-00) to remove that item from his/her building inventory and forward the completed form to the fixed asset specialist.

**2. Surplus Equipment**

When an item is determined to be surplus in a building, the building principal will transfer that asset to the surplus property area of Warehousing and Distribution using procedure B-1 above.

**C. Retirement of Equipment**

**1. Lost Stolen, or Destroyed**

The building principal in a building from which items are lost, stolen, or destroyed will prepare the Retirement form (8036-05), which will be sent to the fixed asset specialist. Retirement forms for stolen items must be

accompanied by a copy of the police theft report.

**2. Items to be Traded In**

When equipment of any category is to be traded, the building principal will prepare the Retirement Form (8036-05) and furnish the amount of trade-in that equipment is to receive.

**3. Items to be Sold**

When equipment is declared to be surplus, the distribution supervisor will prepare the Retirement form (8036-05) when the item has been sold. The retirement form will be sent to the fixed asset specialist.

**D. Donated Equipment (includes PTO, Booster Club)**

After acceptance by the Board of Education, the donated items should be accepted and received by a school. It will be the responsibility of the building principal to notify the fixed asset specialist.

The fixed asset specialist will come to the school to receive, mark, and enter the asset. This includes all equipment new to the district.

This procedure also pertains to fixed assets acquired by retail promotional receipts or other resources (i.e., Dillon's or Bauersfield's receipts).

**E. Activity Fund Purchased Equipment**

The same procedure as in paragraph D. will be followed, except Board approval is not necessary.