

Elmore County Public Schools

Finance & Asset Management Procedures



ASSET MANAGEMENT PROCEDURES

The Superintendent is required to establish effective procedures to account for all materials, equipment, and other Board property. These procedures will include an annual inventory and evaluation of tangible Board property (including fixed assets and supplemental property), to be completed no later than the end of each fiscal year, with appropriate reports submitted to the Superintendent and Chief School Financial Officer. Inventories will be kept on forms prescribed or approved by the Chief School Financial Officer. Inventory forms will show items on hand at the beginning of the fiscal year, items lost, items disposed of, items purchased or otherwise added during the year, and items on hand at the end of the fiscal year.

[Reference: ALA. CODE §§16-13A-1, 6 (1975)]

EQUIPMENT

An accurate technology inventory of property shall be maintained in accordance with established District guidelines. Each employee of the district shall be responsible for equipment assigned to them and the use of any district equipment shall be for district purposes. The use and/or removal of district-owned equipment without appropriate authorization shall be contrary to Board policy. Employees are expected to return all District equipment in proper working order upon reassignment to another department/job duty within the District; separation from the District; or immediately upon request by the Superintendent or his/her designee. Failure to return equipment may be considered theft and may result in disciplinary measures, legal actions, and/or require restitution to the District.

Loaning of district equipment may only be allowed when the use of such equipment is directly or peripherally related to employment responsibilities or when the equipment is to be used in connection with student studies or extracurricular activities. Proper controls shall be established to assure the individual's responsibility for, and return of, all such equipment.

The District reserves the right to transfer equipment to other schools and district locations if the site in which it was placed is closed or if the equipment is declared surplus to school or departmental needs in accordance with Federal/State/District guidelines.

ASSET MANAGEMENT

To reinforce transparency and facilitate effective business practices, the District will require employees to maintain an inventory within their workspace. The District recognizes its responsibility for providing employees with the necessary knowledge to effectively satisfy the requirements of this procedure and follow applicable federal, state, local, and district regulations. Property/Assets that have a minimum life expectancy that exceeds one year will be provided a control number that serves as their asset tag. Training opportunities will be provided annually or when changes occur with procedures or requirements. Private use of the district-owned property for gain shall be prohibited. The unauthorized removal of district-owned property from assigned schools and/or District locations shall be prohibited.

EMPLOYEE RESPONSIBILITY

- Employees are responsible for the care and management of district-owned property assigned to them. This includes responsibility for safeguarding and ensuring proper use of the device. This would also include notifying local Asset Managers and IT Services of loss, theft, damage, or destruction of assigned district-owned property within 24-48 hours of the occurrence.
- Submission of asset report as defined by the District.
- Submission of asset tracking form for identifying excess, disposal inventory, and verifying that removed asset items are reflected on the asset report.
- Reporting a missing asset tag
- Each school has a designated asset manager and assets that are the property of that school/department.
- Assets such as desktops, laptops, tablets, iPads, printers, and other IT devices, are tagged, delivered, and installed by a technology staff or vendor, tagging and recording of district-owned property is a joint responsibility with asset managers.

THE FOLLOWING STANDARDS SHALL APPLY:

- **Tagging:** All district-owned property shall be affixed with an Elmore County BOE asset tag that shall serve as the key identifier for the property throughout its lifecycle with the District. Some district-owned properties by the nature of their design cannot be physically tagged. These tagged items are expected to be at their location—this is not for consumables.
- While the local asset manager is not responsible for the tagging of computer equipment, this person is responsible for verifying that all computer equipment delivered by the vendor is asset tagged properly and accounted for.
- **Untagged Property and Property Missing Tags** Asset Managers shall notify the appropriate IT Services staff when the district-owned property was not assigned or is missing a tag. A new asset tag will be provided as quickly as possible and placed on the identified property.
- **Donated Equipment, to include Donors.Org:** At times equipment may be donated to the District. All donated equipment becomes the property of the District/School and is required to be tagged and inventoried in the same manner as purchased equipment. The Asset Manager receiving donated equipment must coordinate with IT Services before acceptance of any donations. For example, computer donations must first be approved by IT Services. Once approval is received and the campus accepts the equipment, the receiving department must coordinate with IT Services for the tagging of the donated equipment.

PRINCIPAL / DIRECTOR RESPONSIBILITY/ASSET MANAGERS

Principals/Directors are ultimately responsible for the inventory on their campuses. Local Asset Manager is your designee for conducting accurate audits and meeting the timelines that are set for the audits to be completed.

Local Asset Managers shall be required to maintain their inventory and conduct regularly scheduled audits. These local individuals will be expected to attend training when provided at IT Services. The district's audit records shall ensure all property is recorded.

All changes to inventory records as a result of an acquisition, loss, theft, damage, or destruction must be coordinated with the Local Asset Manager and IT Services.

TECHNOLOGY PURCHASING PROCEDURES

***See Purchasing Flowchart on page 10**

IT SERVICES RESPONSIBILITY

- Provide quotes
- If items reach a \$15,000 threshold, then RFP or other Joint Purchasing (ALJP) avenue will be created.
- Process purchase orders to the vendors
- Process the newly arriving asset and track delivery to the school/department
- Asset Tag new purchases
- Coordinate physical audit procedures
- Coordinate removal or disposal of inventory items
- Coordinate the recycling of obsolete or damaged assets

The District asset form (MS Excel) shall provide the following:

- ✓ description of the item
- ✓ acquisition date
- ✓ brand/manufacture
- ✓ FAIN
- ✓ model and serial number
- ✓ purchase order number and date
- ✓ accounting code
- ✓ Object Code
- ✓ Unit Price of the equipment
- ✓ assigned asset tag
- ✓ other information as required for an inventory of equipment purchased with federal grant funds

GENERAL GUIDELINES FOR THE PHYSICAL AUDIT PROCESS

It shall be the responsibility of each school and district location to complete the physical inventory within the scheduled time frame. A physical inventory of district-owned property shall be, at a minimum, conducted at each school and district location on an annual basis, but could be requested more often. Completed inventories shall be subject to verification by the IT Services.

Special Circumstance Audit – An audit of district-owned property may be conducted as a result of special circumstances including, but not limited to:

- Development of a new or reorganized department/office
- Change in administration/supervision at a location
- Audits shall be conducted at the direction of the Superintendent or his/her designee

ITEMS TO BE INVENTORIED ARE LISTED BELOW:

| | | |
|-------------------------|------------------------------|---------------------------------|
| Laptops/MacBooks | iPads and Apple Pencils | Tablets |
| Chromebooks | Desktop Computers & Monitors | Apple TVs |
| Televisions | Projectors | Document Cameras |
| Interactive Whiteboards | Interactive Flat Panels | Charging Carts |
| Battery Backups | VR Equipment – Classroom VR | AI Equipment – Robots, etc. |
| Access Points | Network Switches | Security Cameras |
| Digital Cameras | Scanners | Printers including 3-D Printers |
| Time Clocks | Other Technology | |

1. Prior to the beginning of a scheduled audit notification including specific directions for conducting the audit shall be provided by IT Services to Asset Manager.
2. Schools and district locations shall have up to thirty (30) days to complete the physical audit.
3. Upon completion of the physical audit, the Asset Manager shall submit a copy of the completed inventory form to the Principal for signature and forward it to IT Services to be filed with the tech plan.
4. Discrepancy reports based on property asset forms and completed inventory forms shall be generated for each school and non-school location respectively by IT Services.
5. Principals and Asset Managers shall be responsible for reconciling any indicated discrepancy and for submitting a follow-up report regarding discrepancies to IT Services. Any changes, including acquisition, loss, theft, damage, and destruction must be appropriately identified and submitted along with supporting documentation, i.e., police report, etc.
6. Unresolved discrepancies may be reviewed by Technology Director for the next steps.
7. A copy of forms submitted during the audit will be kept in the IT Services office and made available for review by the Superintendent or designee upon request.

INVENTORY REPORT

The office responsible for asset management shall submit a comprehensive inventory report to the Superintendent and CSFO. The report shall include information regarding accounted and unaccounted items as disclosed during the physical audit.

LOST AND/OR STOLEN DISTRICT-OWNED PROPERTY

The local Asset Manager with lost and/or stolen district-owned property shall be required to submit a completed inventory removal form along with additional required documentation to IT Services and Finance Department for review and recommendation to the Superintendent or designee. Upon approval, the item may be removed from the district asset records. An exception shall apply to loss of property due to documented theft and/or perils (i.e., fires, floods, and wind damage) in which such items may be immediately removed from District inventory records, and official reports (e.g., police) will be required.

FEDERALLY FUNDED / CHILD NUTRITION TECHNOLOGY ASSETS INVENTORY PROCEDURES

The office responsible for asset management, in collaboration with the appropriate administrator from federal programs as deemed appropriate, shall submit a recommendation to the Superintendent or CSFO for the disposal of such items.

Master Inventory List

- A Master Inventory List is maintained by Federal Programs staff. This list contains the following elements:
 - Description of item
 - Serial number or another identification number
 - Funding Source
 - Fain Number (*Federal Award Identification Number*)
 - Who Holds the Title
 - Acquisition Date
 - Cost including the percentage of federal participation in the cost
 - Location
 - Use and Condition
 - Disposition data including the date of disposal and sales price or the method used to determine current fair market value
- Monthly Addition and Disposition Reports from NexGen are reviewed
- Federal Programs Master Inventory List is amended to reflect data on Addition and Disposition Reports

Purchasing Procedures

- Once a request is received, a purchase order is created by the Federal Programs Bookkeeper with the appropriate fund source indicated
- Purchase order is submitted to Federal Programs Director for approval
- Approved purchase orders are submitted to the Finance Department for a number
- The Finance Department submits the purchase order to the Inventory Specialist for Asset number(s)
- The purchase order is returned to the Federal Programs Bookkeeper for submission
 - Technology Items
 - The purchase order is submitted to the Technology Department for ordering
 - Items are received at the Technology Department
 - Asset number and Federal Funds label is placed on each item purchased with Federal Funds
 - IT Technician delivers to school/location
 - Other Items
 - The purchase order is submitted to the vendor
 - Items are received at the school/location
 - Asset number and Federal Funds label are placed on each item
- Copy of the Purchase Order is provided to Federal Programs staff responsible for inventory and items are added to Federal Programs Master Inventory List

Disposal Procedures

Disposal Process

- A Transfer/Disposal form is submitted to the Inventory Specialist when items are no longer at that location. Acceptable reasons for disposal are:
 - Obsolete

- Inoperable
- Damaged
- Stolen – Must have a police report attached to Transfer/Disposal form.
- Lost – Notification is made to the Inventory Specialist. Every effort is made to locate the item.
- Disposition of Technology Inventory by IT Technician
 - IT technician sends an email to Federal Programs Inventory staff to indicate that an item needs to be disposed of and the reason why it is being deleted (i.e. obsolete, inoperable, damaged)
 - Federal Programs Inventory staff creates a Transfer/Disposal form
 - Federal Programs Director approves the form.
 - Form is sent to the Chief Technology Officer for approval.
 - Form is sent to Central Office Inventory Specialist for disposition in Accounting Software, NexGen.
- Property identified with no monetary value shall be disposed of in accordance with applicable federal, state, and local regulatory requirements. Verification of proper disposal will be required to ensure district property is not sold by private companies and/or individuals.

Annual Physical Inventory Procedures

- An inventory report listing all items located at that location is sent from the Central Office Inventory Specialist to the School/Location in April of each year.
- The school inventory designee ensures that all items are accounted for by school staff
 - The report is compiled by location.
 - The list is provided to the staff/teacher that is assigned to the location.
 - The staff/teacher verified the items are in their location and makes any changes that are needed.
 - The staff/teacher verifies that the data is accurate by signing the report.
 - The reports are returned to the school inventory designee.
 - The school inventory designee completes Transfer/Disposal forms based on corrections to data.
 - Inventory reports and Transfer/Disposal forms are returned to the Central Office Inventory Specialist.
- Central Office Inventory Specialist makes corrections in Accounting Software, NexGen.
- Federal Programs Staff receives copies of Transfer and Disposition forms to update Master Inventory List.

DISTRICT-OWNED TECHNOLOGY DISPOSAL FOR ALL DEPARTMENTS/SCHOOLS

IT Services shall

- 1) determine if assets meet established criteria as defined by end of life or unrepairable
- 2) Dispose of assets based on all Federal/State/Local regulations/statutes/policies
- 3) All information shall be removed from computer hard drives (sanitized/ wiped to meet all applicable industry standards for security and reformatted) prior to disposal
- 4) The board may dispose of property that is no longer necessary for district operations in an appropriate manner.
- 5) The board must dispose of technological equipment in accordance with Federal/State/Local Statutes/Regulations and Board Policy.
- 6) They should be stored in 1 location so that IT Services can pick them up and deliver them to the recycling area. These forms will be used by the technicians to pick up the equipment for recycling. Before a technician can dispose of these items the school or department should have submitted the proper form to IT Services.

DISPOSAL OF TECHNOLOGY-RELATED ITEMS CAN NOT BE PLACED IN LANDFILL OR DUMPSTERS DUE TO EPA REGULATIONS

The recycling vendor will provide certification that this equipment is disposed of per the U.S. Environmental Protection Agency (EPA) guidelines and will certify all district data is destroyed per Department of Defense (DoD) guidelines. The Inventory Tracking Form will assist in identifying which inventory items will be recycled.

DISPOSAL OF OBSOLETE PROPERTY

Assets identified with no monetary value shall be disposed of in accordance with applicable federal, state, and local regulatory requirements THROUGH THE IT Services office.

DEFINITIONS

Abuse - behavior that is deficient when compared to behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances and includes the misuse of authority or position for financial interests or those of an immediate or close family member or business associate. Abuse does not necessarily involve fraud, or noncompliance with provisions of laws, regulations, contracts, or grant agreements (U.S. Government Accountability Office, Government Auditing Standards, July 2007.)

Capitalized property – district-owned property (including any leased item) that (1) has an acquisition cost/value of at least \$5,000; and (2) a minimum useful life expectancy of three years or more.

Disposal/disposition - processes resulting in the removal of property from District records by transfer, donation, sale, or destruction (or other actions).

Excess Property – a property that may have useful life remaining but is no longer required for use by a specific school or non-school location as determined by supervisors with budgetary authority (including principals).

Fraud - an intentional deception or misrepresentation made by a person with the knowledge that the deception could result in some unauthorized benefit to himself or some other person. It includes any act that constitutes fraud under applicable Federal or State Law.

Non-capitalized property – a district-owned property that has an acquisition cost/value of \$4,999 or less.

Obsolete Property – a property that has reached the end of its useful life with the District that is

- (1) out of date
- (2) unrepairable
- (3) unserviceable
- (4) more economical to dispose of than to repair.

Property – items other than real property used in the operations or activities of the District with a minimum useful life expectancy of three years; and sensitive minor equipment (e.g., computers, external peripherals, etc). This shall not include miscellaneous items such as consumables (food), a stapler, a tape dispenser, and computer mouse, etc.

Physical inventory - the process of actual counting, verifying, and recording property owned by the District.

Removed inventory – a property that is taken off the active inventory of a specific school and/or non-school location.

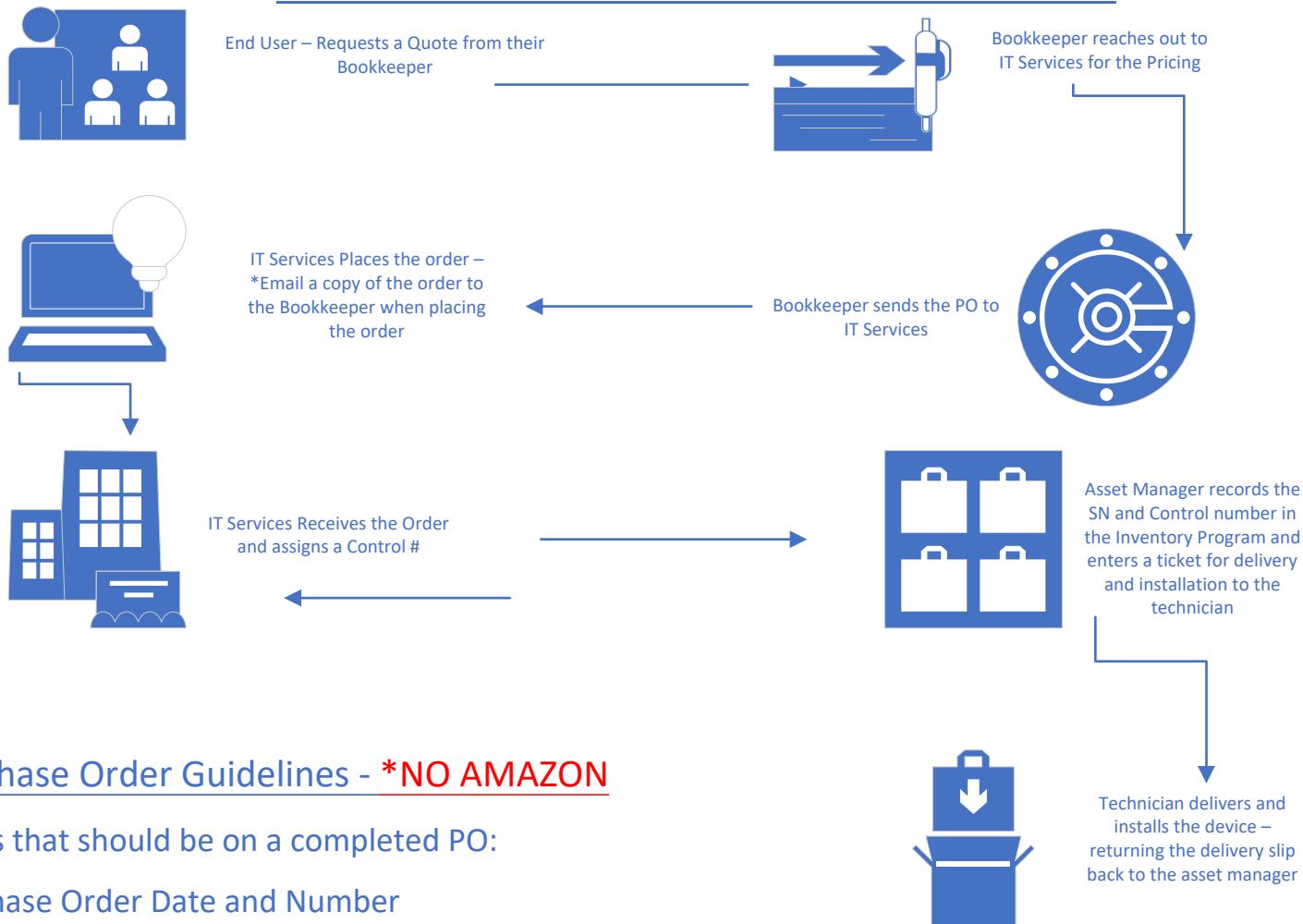
Report of Survey (ROS) – process that investigates and accounts for the loss, damage, destruction, or theft of capitalized, sensitive, and/or non-capitalized property.

Retired inventory – property that is permanently removed from the active inventory of the District as a result of disposal/disposition (see definition), loss, and/or theft.

Surplus Property - property no longer having an intended use by the District or no longer capable of being used because of its condition and declared as such by the Superintendent or his/her designee.

Waste – the careless or needless expenditure of District funds or the consumption of District property, that results from deficient practices, systems, controls, or decisions. Waste does not necessarily involve fraud, or noncompliance with provisions of laws, regulations, contracts, or grant agreements.

SCHOOL TECHNOLOGY PURCHASE ORDER PROCESSES IN IT



Purchase Order Guidelines - ***NO AMAZON**

Items that should be on a completed PO:

Purchase Order Date and Number

Vendors Name and Address

Shipping address will always be:

Office of Technology,
809 Micanopy St.
Wetumpka, AL 36092

Body of the Purchase Order:

Quantity

Item with Model or Product Number – main hardware pieces of

Hardware listed (little pieces optional) Unit Price and Total Cost - **Total cost should include shipping (all coded to obj code 495)

ALJP or Quote Number - Printers we need the Product # or Other Purchasing Cooperative Contract Number

Location which includes Central Office Department or School with Employee Name and Room Number Authorized by has a signature Account Number

*If this is from Special Funding please list this as well if tied to State or Federal Dollars