

## **Capital and Theft-Sensitive Assets**

The District's Business Manager is responsible for inventories of district property.

The individual conducting the inventory shall have no direct responsibility for assets subject to the inventory count.

District assets will be marked with a unique identification number (e.g. bar code, property tag) and identified as district property. All capital assets and theft-sensitive assets will be identified and marked upon purchase or receipt.

Ultimate disposition data including the date of disposal and sale price, if applicable. Federally purchased items with a per unit fair market value over \$5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

When questions arise during the process of the inventory the Business Manager will be contacted.

## **Capital Assets**

1. A capital assets inventory report shall be provided to the board annually. Such report shall identify all items including items that were lost, damaged or stolen since the last annual report.
2. What information to record:
  - a. Description of the item;
  - b. Serial number or other identification number
  - c. Source of the property;
  - d. Who holds title;
  - e. Acquisition date;
  - f. Cost of the property;
  - g. Percentage of federal participation in the cost of the property and the federal program charged;
  - h. Location of the asset;
  - i. Use and condition of the property; and

### **Theft-Sensitive Assets**

1. A theft-sensitive assets inventory shall be conducted annually. A list of theft-sensitive items not accounted for will be provided to the Board.
2. What information to record:
  - a. District identification number
  - b. Description of the item;
  - c. Serial number or other identification number;
  - d. Acquisition date;
  - e. Cost;
  - f. Percentage of federal funding (if not applicable then 0)
  - g. Building Location of the item;
  - h. User Name responsible for the item;
  - i. Disposal Date;
  - j. Disposal Type.
3. The Business Manager will present Administrators with a list of the items identified as residing under their area of responsibility. Within 25 working days, Administrators are expected to return a copy of the inventory report to the Business Manager showing which items have been located and which are still missing.
4. The Business Manager will be responsible for determining which items will be removed from the current theft-sensitive assets inventory. A list of those items shall be reviewed with the Superintendent before they are removed.