

I. Inventories and Property Records

The Superintendent shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number and shall be consistent with all requirements of Florida Statutes and the Rules of the Auditor General.

All property that has a value or cost equal to or exceeding \$1,000.00 shall be listed on the District property control records. Value or cost includes shipping and installation. Property includes those items coded to Object 0621 – Audio Visual Equipment, Object 0641 – Furniture and/or Equipment, Object 0643 – Computer Hardware, and Object 0691 – Computer Software.

Property inventories shall be performed annually by a contracted inventory company. The school will be advised by letter of the scheduled date and time of its inventory. Finance - Accounting Operations shall report any missing property to the School Board with an explanation by the Principal for the loss. This explanation shall be on school letterhead.

An incoming Principal and the contracted inventory company shall take an inventory of all school equipment listed on the property control records. This inventory shall be checked against the last inventory taken and a report shall be filed with Finance - Accounting Operations. Any missing property shall be reported to the School Board as noted above.

II. Buildings and Other Permanent Improvements

All improvements to buildings, permanent items other than buildings, remodeling, or renovations shall be placed on a District purchase order. Examples include adding internet drops to a room and playground equipment that is permanently attached by concrete. Should a school wish to pay for these items with internal funds, it may send a check to the District to reimburse the expenditure. If funds are not available in the budget, internal funds may be sent to the District in advance. This method will insure that District records are complete.

III. Property Purchases Through District Purchase Orders

Property valued at \$1,000.00 or more that has been purchased with a District Purchase Order shall be placed on the school inventory by Finance - Accounting Operations.

IV. Property Purchases Through Internal Accounts

When property valued at \$1,000.00 or more is purchased with internal funds, the school Principal is responsible for reporting this purchase to Finance - Accounting Operations on the Property Acquisition/Transfer Form (MIS 2088). (See Exhibit A)

- The original MIS 2088, a copy of the invoice or receipt, and a copy of the Check Requisition Form shall be submitted to Finance - Accounting Operations.
- A copy of MIS 2088 shall be attached to the original check requisition.
- A copy of all documentation shall be maintained in a property file at the school.

Upgrades are those items valued at \$250.00 or more which increase the value of equipment, not just maintain or repair it. If the equipment being upgraded has a property number, the upgrade shall be reported to Finance - Accounting Operations on the Property Acquisition/Transfer Form (MIS 2088). The property number of the equipment being upgraded shall be included on the purchase order and/or Check Requisition. The object code shall be the same as that of the original property purchase. Finance - Accounting Operations shall then adjust the cost of the original equipment to include the upgrade.

V. Property Donations

When property valued at \$1,000.00 or more is donated to the school, the school Principal shall request permission to accept the donation.

- According to IRS regulations, the person donating the property assigns the value of the donation; therefore, the Principal or his/her designee shall request a letter from the person or organization donating the property stating the fair market value of the donation.
- The Principal shall write a letter to the Superintendent requesting School Board approval to accept the donation. The letter shall include the purpose of the donation, donor, the property being donated, and an approximate value of the donation.
- If the donor wishes to remain anonymous, state this in the letter to the Superintendent. A separate memo that includes the anonymous donor's name shall be sent to the Finance Budgeting Department.
- The Superintendent will indicate his/her approval by initialing the donation letter and forwarding the letter to the Chief Financial Officer.
- The Chief Financial Officer shall place the donation on the School Board Agenda for approval at the next regularly scheduled School Board meeting.

Once the donation is approved, the Principal shall report the property to Finance - Accounting Operations on the Property Acquisition/Transfer Form (MIS 2088).

- The original MIS 2088, a copy of the letter from the person or organization making the donation, and a copy of the letter requesting permission to accept the donation shall be submitted to Finance - Accounting Operations.
- A copy of this documentation shall also be maintained in a property file at the school.

VI. Property Moved Temporarily Off-Campus

If a piece of property is taken off-site for any reason, including repairs, an Off-Site Property Assignment Form (MIS 2087) shall be completed. (See Exhibit B) This form shall be kept in a pending file until the property is returned. Once returned, the form shall be kept in a property file at the school. The property should not be borrowed or out for repairs for more than 30 days.

Items frequently removed from campus, such as musical instruments, must be assigned to specific students, school personnel, or other authorized individuals. Property shall not be removed from campus until the property identifying number has been affixed by Finance - Accounting Operations. An Off-Site Property Assignment Form (MIS 2087) shall be completed and kept in a pending file. When the property has been returned, it shall be inspected and the MIS 2087 form shall be marked to show the date of return. All such inventory items must be returned to the assigned school for the school's annual physical inventory conducted by the contracted inventory company.

VII. Deletions from Property Accounting Records

The Okaloosa County School Board shall approve the disposal of any and all controlled property of the School District of Okaloosa County prior to its actual disposal in accordance with Florida Statute. The Superintendent shall recommend the method of disposal that is in the best financial interest of the School District.

Surplus Property is tangible personal property which is determined to be fully exhausted, damaged, or nonessential for school purposes. Regardless of the value, all surplus property shall be picked up by or turned into Surplus Property. The school shall contact Surplus Property for items to be picked up for disposal. When items are picked up, Surplus Property personnel will list all items to be removed on the Surplus Property Pickup form (MIS 2040). (See Exhibit C) This form shall be signed by the person picking up the property for Surplus Property and a representative of the school. A copy of the completed form shall be kept in the property file at the school. Finance - Accounting Operations shall seek School Board approval to surplus the property. Once approval is received, Finance - Accounting Operations shall transfer all units to surplus and remove all units from the school inventory. The Surplus Property Pickup form is only available through Surplus Property personnel.

Stolen, Misplaced, or Damaged Property shall be reported to the Risk Management Department. In addition, a copy of the police report or fire marshall's report shall be sent to Finance - Accounting Operations along with the Property Acquisition/Transfer form (MIS 2088). A report from a School Resource Officer does not qualify as a police report. A copy of all documentation will be maintained in the property file at the school. Finance - Accounting Operations shall request School Board approval to remove the property from inventory. When Board approval is received, Finance - Accounting Operations shall remove the property from the school inventory.

Traded Property requires a purchase order, invoice, or other method that clearly shows the property traded, its property number, trade-in value, and the property purchased with the trade. If the trade is accomplished via a District purchase order,

the property tag shall be removed from the trade-in item and attached to the green copy of the purchase order. If the trade-in is accomplished through internal funds, the Property Acquisition/Transfer form (MIS 2088) shall be completed and sent to Finance - Accounting Operations. The property tag from the trade-in item shall be attached to MIS 2088. MIS 2088, a copy of the invoice, and a copy of the Check Requisition will be forwarded to Finance - Accounting Operations. Finance - Accounting Operations will remove the old property and add the new property to the school inventory.

Cannibalized Property is property whose parts may be used to repair another unit of property. When the property to be cannibalized has a property number, School Board approval must be obtained before proceeding with the repair. The Principal shall submit a memorandum to Finance - Accounting Operations providing all pertinent information, including which property is to be cannibalized and which property is to be repaired. School Board approval shall be sought by Finance - Accounting Operations. When approval is received, Finance - Accounting Operations shall notify the school the property may be cannibalized. Finance - Accounting Operations shall remove the cannibalized property from the school inventory.

VIII. Property and Equipment - Alterations

In the event it becomes necessary to change, alter, or attach permanent fixtures to school property, or utilize more than the ordinary amount of utilities, approval shall be obtained from the School Maintenance Department.

Exhibit A: MIS 2088 Property Acquisition/Transfer Form

THE SCHOOL DISTRICT OF OKALOOSA COUNTY
PROPERTY CONTROL
PROPERTY ACQUISITION/TRANSFER FORM

USE THIS FORM FOR:

1. INTERNAL ACQUISITIONS OR DONATIONS:

FIXED ASSETS VALUED AT \$1,000.00 OR MORE DONATED TO THE SCHOOL DISTRICT OR PURCHASED FROM MONIES OTHER THAN PURCHASE ORDERS (ITEMS PURCHASED BY BOOSTER CLUBS, INTERNAL FUNDS, PTO'S OR OTHER GROUPS) MUST BE REPORTED TO PROPERTY CONTROL BY COMPLETING THE REQUESTED INFORMATION. PLEASE USE ONE LINE PER ITEM. FOR DONATED ITEMS, ATTACH A COPY OF THE LETTER FROM DONOR STATING VALUE OF ITEM. FOR INTERNAL PURCHASE, ATTACH A COPY OF THE INVOICE. PLEASE INDICATE HOW ACQUIRED:

2. TRANSFERS FROM ONE SCHOOL DISTRICT SITE TO A DIFFERENT SCHOOL DISTRICT SITE:

FIXED ASSETS APPEARING ON ONE LOCATION'S INVENTORY RECORDS CAN ONLY BE TRANSFERRED TO DIFFERENT LOCATION IF A FULL DESCRIPTION PLUS THE PROPERTY NUMBER ALONG WITH SIGNATURES FROM THE TRANSFERRING AND RECEIVING LOCATIONS ARE INCLUDED ON THE REQUEST.

3. SPECIAL CIRCUMSTANCES:

- A. IF A SCHOOL DISTRICT SITE WISHES TO CANNIBALIZE AN ITEM, SUBMIT A LETTER ON THE LETTERHEAD LISTING THE PROPERTY AND A DESCRIPTION OF THE ITEM. DO NOT CANNIBALIZE THE ITEM UNTIL BOARD APPROVAL IS RECEIVED.
- B. FOR STOLEN, VANDALIZED, FIRE OR OTHERWISE DAMAGED ITEMS, SUBMIT A LETTER ON LETTERHEAD REQUESTING REMOVAL FROM INVENTORY ALONG WITH A COPY OF THE POLICE REPORT. ANY REMAINS SHOULD BE PICKED UP BY SURPLUS FOR DISPOSAL.

THE FOLLOWING LISTED PROPERTY IS BEING ACQUIRED TRANSFERRED

SCHOOL/DEPT FROM:	PROPERTY #	SERIAL #	DESCRIPTION	COST/VALUE	SCHOOL/DEPT TO:	ROOM

ACQUIRED/TRANSFERRED BY: _____ NAME/TITLE: _____ DATE: _____
 TRANSFERRED TO: _____ NAME/TITLE: _____ DATE: _____

DO NOT USE THIS FORM FOR SURPLUS PROPERTY.

Exhibit B: MIS 2087 Off-Site Property Assignment Form

**THE SCHOOL DISTRICT OF OKALOOSA COUNTY
PROPERTY CONTROL
OFF-SITE PROPERTY ASSIGNMENT FORM**

SCHOOL/DEPARTMENT: _____

PROPERTY NO: _____ ORIGINAL COST: _____

ITEM NAME: _____ MAKE: _____

SERIAL NO: _____ MODEL: _____

ISSUED TO:

NAME: _____ TELEPHONE: _____

ADDRESS: _____

DATE ISSUED: _____ CONDITION AT ISSUE: _____

I, the undersigned, understand that this equipment is loaned to me and it is my responsibility to ensure the care and maintenance of the equipment while it is in my charge. I will not be responsible for normal wear, but if this equipment is lost or damaged, I WILL be responsible for its repair or replacement.

Student/Employee Signature: _____ DATE: _____

Parent/Guardian Signature: _____ DATE: _____

Principal/Department Head: _____ DATE: _____

DATE RETURNED: _____ CONDITION AT RETURN: _____

Principal/Department Head Acknowledgment of Return: _____

Exhibit C: MIS 2040 Surplus Property Pickup

MIS 2040
 Rev 12/96

SCHOOL DISTRICT OF OKALOOSA COUNTY
 PROPERTY CONTROL

SURPLUS PROPERTY PICKUP

FROM: SCHOOL/DEPT.	BPI NUMBER	SERIAL NUMBER	DESCRIPTION	* SEE BELOW FOR REQUESTING PICKUP	FUND (FOR OFFICE USE)	PURCHASE AMOUNT (FOR OFFICE USE)

SAMPLE

- * 1. Works, no longer needed.
- 2. Does not work.
- 3. Not feasible for repair
- 4. Obsolete
- 5. Other _____

Date _____

Driver's Signature
 (Person Picking Up Surplus) _____

School/Department Signature
 (Person Releasing Surplus Property) _____