
SECTION FOUR:

CAPITAL ASSETS

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CAPITAL ASSETS

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CAPITAL ASSETS

CAPITAL ASSET REPORTING / CUT OFF CALENDAR FY 18

ACQUISITION FORMS MUST BE SENT IN WHEN THE MERCHANDISE IS RECEIVED.

FOR ALL OTHER FORMS (TRANSFERS, DISPOSALS, ETC.) USE THIS SCHEDULE.

FOR BOARD APPROVAL

ON: _____ SEND TO CAROL HENSLEY IN BUSINESS OFFICE BY: _____

JULY 17 2017	JUNE 30 2017
AUGUST 11 2017	JULY 24 2017
SEPTEMBER 8 2017	AUGUST 21 2017
OCTOBER 13 2017	SEPTEMBER 25 2017
NOVEMBER 10 2017	OCTOBER 23 2017
DECEMBER 8 2017	NOVEMBER 13 2017
JANUARY 12 2018	DECEMBER 12 2017
FEBRUARY 9 2018	JANUARY 23 2018
MARCH 9 2018	FEBRUARY 20 2018
APRIL 13 2018	MARCH 26 2018
MAY 11 2018	APRIL 24 2018
JUNE 8 2018	MAY 21 2018

ALL CAPITAL ASSET PURCHASE ORDERS SHOULD BE PAID NO LATER THAN THE JUNE 8 DOCKET.

CAPITAL ASSETS

TENTATIVE CAPITAL ASSET AUDIT SCHEDULE FY 17-18

LOCATION	STARTING DATE OF AUDIT
CALEDONIA ELEMENTARY	JULY 12, 2017
CHILD NUTRITION	AUGUST 15, 2017
SUPERINTENDENT	AUGUST 17, 2017
CALEDONIA MIDDLE	SEPTEMBER 6, 2017
WEST LOWNDES HIGH	SEPTEMBER 20, 2017
NEW HOPE HIGH	OCTOBER 10, 2017
WEST LOWNDES ELEMENTARY	OCTOBER 26, 2017
ALTERNATIVE	NOVEMBER 8, 2017
SPECIAL SERVICES (C O)	NOVEMBER 14, 2017
SUPPORT SERVICES (C O)	NOVEMBER 16, 2017
CALEDONIA HIGH	DECEMBER 6, 2017
PERSONNEL / VOCATIONAL	DECEMBER 11, 2017
CURRICULUM & INSTRUCTION	DECEMBER 18, 2017
NEW HOPE ELEMENTARY	JANUARY 17, 2018
MAINTENANCE	FEBRUARY 6, 2018
NEW HOPE MIDDLE	FEBRUARY 13, 2018
TECHNOLOGY	MARCH 6, 2018
TRANSPORTATION	MAY 31, 2018

EACH LOCATION WILL BE REQUIRED TO DESIGNATE PERSONNEL TO ASSIST IN THE AUDIT

CAPITAL ASSETS

WHAT IS A CAPITAL ASSET?

- A Capital Asset is **all** equipment with a cost of **\$1000**
or more having a life expectancy of at least one (1) year. Include shipping and installation in the cost of the asset and code requisitions accordingly.
- **Cameras and Camera Equipment** should be capitalized if cost is **\$250.00 or greater.**
- **Computers and Computer Equipment** should be capitalized if cost is **\$250.00 or greater.**
- **TELEVISIONS** should be capitalized if cost is **\$250.00 or greater.**
- In addition to the items valued at **\$1000** or more, the following items are **ALWAYS** reported as capital assets **REGARDLESS OF THEIR COST:**
 - AIR COMPRESSORS
 - CELLULAR PHONES
 - CHAIN SAWS
 - GENERATORS
 - IPADS / IPODS / MP3 PLAYERS
 - LAWN MAINTENANCE EQUIPMENT
 - MOTORIZED VEHICLES
 - TWO – WAY RADIO EQUIPMENT
 - UTILITY TRAILERS
 - WEAPONS
 - WELDING MACHINES

CAPITAL ASSETS

All equipment purchased that is not a capital asset should be accounted for in a separate inventory listing, maintained at the school or department and tagged with a blue Property of Lowndes County Schools inventory tag.

CAPITAL ASSETS

TYPES OF TAGS

There are 4 different types of tags:

1. Property of Lowndes County Schools Capital Assets (**white**)
2. Property of Lowndes County Schools Non-capitalized assets (**blue**)
3. Property of the Employee (**yellow**)-these tags can be written on with a permanent marker so that the room number or employee name can be added.
4. Property of Vendor (**green**)- these are leased items or items furnished by an outside supplier and not owned by the school district.

PLACEMENT OF TAGS

- **All tags must be placed on the right hand side (near the front) of all equipment as close to eye level as possible.** However, when this placement would make the tag not readily visible, the tag should be placed in such a way as to **make the tag easily seen and scanned.**
 - **Computers—place the tag on the processor on the right hand side close to the front.** (Monitors are not tagged unless bought separately and cost over the \$250 threshold.)
 - **Air compressors, welders, generators-tags must be placed near the manufacturer's ID tag.**

If a tag is subject to student removal, take a fine permanent marker and write the capital asset number beside the tag.

Tags must be on the equipment at all times. If a tag becomes deteriorated by the weather or is otherwise illegible, contact the Capital Asset Accounting Clerk in the Business Office for a replacement.

WHEN A PIECE OF EQUIPMENT IS DISPOSED OF, THE TAG MUST BE REMOVED prior to disposal.

If disposed equipment is kept for parts, item must be clearly marked **Salvage** with a permanent marker after the capital asset tag has been removed. This equipment must be moved from a regular work area to a storage area. These items must be stored separately from active assets.

CAPITAL ASSETS

CAPITAL ASSET INVENTORY

Each location will perform a capital asset inventory twice during the year. The Central Office Accounting Clerk will send out these inventory reports at the beginning of the school year and also at the end of the school year. This procedure will be performed by the property manager and the employee responsible for the items in that room using the following guidelines:

1. Start at the left side of the room and go in clockwise order checking each piece of equipment as you come to it. Do not skip around the room. Open all closets and storage areas. Look through these areas closely.
2. If equipment is in the room place a checkmark on the inventory listing beside the asset number. In the event the asset tag is missing, you must compare the serial number on the equipment with the serial number on your inventory report. Using a permanent marker, write the capital asset number on the equipment where the tag should be placed. Be sure to request a replacement tag.
3. Make sure all non-cap items have a blue sticker, employee owned equipment has a yellow sticker and vendor owned equipment has a green sticker.
4. For any equipment in the room but not on the inventory listing and not having a blue, yellow, or green sticker, write on the inventory list details about the equipment so that the property manager can research and see where it came from in order that the proper paper work can be completed.

CAPITAL ASSETS

- If it is a new piece of equipment, a new acquisition form must be completed

- If it has been transferred from another room, the transfer form must be completed

We do not process any changes from the inventory listings returned to the Central Office. **The only changes we will process must be submitted on the proper capital asset form** which will be submitted to the Board for approval.

When you complete the inventory, you should have checked each piece of equipment listed, added capital items present but not on the list, and clearly marked all items on the list which were not located in the room. **YOU MUST LOCATE ANY ITEMS NOT FOUND.**

The teacher or employee responsible for items in each room must print their name, sign and date each page of their inventory. The principal will sign any page for which there is not another employee directly responsible as well as **the last page of the inventory report.**

Return the original inventory report to the Business Office along with any forms needed to correct your inventory.

CAPITAL ASSETS

RECEIPT OF NEW VEHICLES

When a new vehicle is purchased and received the Transportation Supervisor will notify the Business Officer of its arrival.

The Transportation Supervisor and the Capital Assets Accounting Clerk will both look at the VIN # on the equipment and compare it to the invoice and title application. This must be done before the units leave the lot.

The Transportation Supervisor will submit a Capital Asset Acquisition form to the Business Office.

When the title comes in, the Capital Asset Accounting Clerk will compare the title to what was found during observation.

SALE OF VEHICLES and Heavy Outdoor Equipment

The Transportation Supervisor will prepare a list of vehicles to be sold.

The Transportation Supervisor will notify the Business Officer.

The Capital Asset Accounting Clerk and the Transportation Supervisor both will physically look at each unit to be sold and verify the VIN # and Vehicle #.

The Transportation Supervisor will obtain permission from the Superintendent and the Board to advertise for bids.

The Transportation Supervisor will submit information to Mr. Percy Lee so that he can advertise the vehicles.

After the bids are opened and accepted and money is received, the Transportation Supervisor will submit a disposal form to the Business Office. Along with the disposal form send a copy of the advertisement, board minutes approving advertisement and a copy of the bids.

The Capital Asset Accounting Clerk will also obtain a copy of the receipt, bank deposit slip and check.

CAPITAL ASSETS

CAPITAL ASSET AUDITS

Central Office personnel will perform an audit of each location and department yearly. The property manager of each location must be present and assist with the audit. A report of the findings of this audit will be sent to the administrator in charge. The completed and answered report along with any required forms to correct the inventory must be returned to the Business Office by the date due.

Any items not found during the audit will reported to the school board for appropriate action.

CAPITAL ASSETS

DONATIONS

All donations valued at **\$500 or more** per donation must be approved by the School Board.

A Request for Approval to Accept Donations form must be completed and submitted to the Capital Asset Clerk.

Donated Equipment

- ✓ If a donated item meets the thresholds of a capital asset, then a capital asset donated acquisition form must **also** be prepared and sent to the Capital Asset Clerk.
 - All donated computers with a value greater than **\$250.00** must be added to capital assets.
 - A statement of the fair market value for each donated item must be obtained and submitted with the donated acquisition form.
 - On computer equipment donated by the Air Force (or other agencies) and being received through our technology department, technology will obtain the statement of fair market value. Technology will furnish the capital asset accounting clerk a detailed listed of the donated equipment along with the locations where each is being placed. The accounting clerk will prepare the donated acquisition form and forward them to the school for verification and signatures.
- ✓ If a donated item does not meet the thresholds of a capital asset, but is valued greater than \$100, it should be added to the school/department non-capital asset inventory.
 - A Non Cap Donated Acquisition form must be prepared and submitted to the school's property manager. This form is for school or departmental use only and is not sent to the Central Office.

Donated Funds

- ✓ All donations received by the schools should be receipted and deposited into the school's Activity Fund.
- ✓ **For donations of \$500 or more**, a copy of the check must be attached to the Request for Approval to Accept Donations form when submitted to the Business Office Capital Asset Clerk.

CAPITAL ASSETS

DONATED EQUIPMENT VALUATION

The value of donated equipment must be at fair market value.

- ✓ This should be obtained by requesting a written and signed statement from an established vendor estimating the fair market value of the equipment.
- ✓ Send this documentation along with your donated acquisition form.
- ✓ Blue book values could be used for vehicles.
- ✓ Be consistent using the same method for all items.

WARRANTY REPLACEMENT ITEMS

If a vendor replaces a piece of damaged or faulty equipment free of charge follow these guidelines:

If the original equipment has not been placed on inventory, you would report the replacement equipment as the purchased equipment on your acquisition form.

If the original equipment has been paid for and placed on capital asset inventory you would have to:

Dispose of the equipment using a disposal form. Be sure to type on your disposal form that this is being replaced under warranty by Serial Number XXX.

Prepare a new acquisition form for the replacement item. This will ensure that the correct serial number is on record. Be sure to type on your acquisition form that this is a warranty replacement of asset # XXX.

Both the disposal form and the new acquisition form should be sent together to the Business Office Capital Assets Accounting Clerk . Include documentation of the replacement from the vendor.

If a piece of equipment is not repairable and not under warranty, you must:

- 1- Prepare a disposal form
- 2- Attach documentation from the vendor that the equipment cannot be repaired.

TEMPORARY ASSIGNMENT OF ASSETS

In the event an asset is moved to another location temporarily for repair or use by another employee, a Temporary Assignment form is to be filled out and signed by the person accepting the asset. A copy of the form should be kept on file in the room it is permanently assigned to and a copy should be given to the Property Manager as well.

DISPOSAL OF PROJECTOR PORTION OF PROMETHEAN BOARD

Most of our Promethean Boards were purchased as kits and include the cost of the projector. If the projector has to be replaced and we purchase a new one, two things have to be done:

- Prepare an acquisition form for the newly purchased projector
- Prepare a disposal form for the projector portion of the board. Clearly explain on the form that only the projector is being submitted for disposal. List the serial number for the projector. After board approval, the cost of the board will be reduced to reflect the removal of the original projector. In the event the asset tag was placed on the projector rather than the board, you will need to request an asset label for the Promethean board.

CAPITAL ASSETS

NON CAPITAL ASSETS

Non capital assets:

- have a useful life of one year and
- cost \$100 or more
- do not meet the requirements of being a capital asset

The account coding on these will have an object code of **740**.

It is permissible to code items of a permanent nature such as electronic equipment or furniture if it costs less than \$100.00 at the Principal and / or Property Manager's discretion.

TAGGING OF NON CAPITAL ASSETS

All non capital assets must have the blue "Property of Lowndes County Schools" sticker affixed to the item. **Each employee must make sure that this standard is met and maintained at all times.** The stickers must be placed where they are clearly visible when glancing around the room. Under no circumstances should you put a blue sticker on items that are capital assets.

CAPITAL ASSETS

RECEIPT OF NON CAPITAL ASSETS

When non capital assets are delivered to the school by the vendor, the person checking the items in must look at the account coding's object code.

- object code 740 - A blue "Property of Lowndes County School" must be placed on the item immediately.
- object 700-739 or object 741-799 – These are capital assets and will be receiving a capital asset label later so no sticker will be put on the purchased item until barcode label is received from the Business Office.
- all other object codes- A blue "Property of Lowndes County Schools" label should be placed on any other equipment or furniture of a permanent nature that will be visible in a room.

CAPITAL ASSETS

NON CAPITAL ASSET INVENTORY

All schools and departments must maintain a **complete listing** of all non-capital assets for insurance purposes. These are items having the blue “Property of Lowndes County School” tag. This listing is maintained by each school / department and is sent to the Business Office only upon request.

This listing must be entered in the Excel spreadsheet provided to you for this purpose. Create a workbook with separate worksheets for each room.

Your workbook must be kept up to date at all times so that when this inventory is requested by the Business Office you can print this report right away. Make sure that all the information requested on the spreadsheet is accurate and that cost information is calculating correctly. When non-cap purchases are made, they must be added to the non-cap inventory and when a non-cap item has been approved by the board and disposed of, that item must be removed from the inventory listing.

TRANSFERS OF NON CAPITAL ASSETS

When non-capital assets are moved to a different room or a different school, prepare the appropriate Non-Capital Asset Transfer form. Be sure to get the required signatures. These non-capital asset transfer forms are to be kept on file by each school / department. They are not sent to the Business Office.

Be sure to update your location’s non-capital inventory listing.

DISPOSAL OF NON CAPITAL ASSETS

Before non-capital assets are discarded the disposal must be board approved. Submit a non-cap disposal form to the Business Office. You will be notified after board approval and then you can submit a work order for the Maintenance department to pick up and dispose of the equipment. Under no circumstances can any person take possession of equipment approved for disposal.

CAPITAL ASSETS

CAPITAL ASSET FORMS

ALL FORMS MUST BE TYPED

CAPITAL ASSET PURCHASED ACQUISITION FORM (CA-1)

All forms are provided on our web site. You must submit forms prepared through Microsoft Excel—**NOT HAND WRITTEN. SIGNATURES MUST BE IN BLUE INK.**

- ⇒ The Secretary / Bookkeeper will complete these forms and forward them to the Business Office as soon as the equipment is received. Use a separate form for each purchase order.
- ⇒ Complete all information on the form. Ensure that you have thoroughly checked all information—remember that the serial number is the item that the state auditor checks. Be especially careful when typing this information so that you get it absolutely correct.
The number you type must match exactly the serial number on the equipment. For specialty technology equipment, you may need to get someone from the technology department to assist you.
- ⇒ The Secretary / Bookkeeper and Principal must sign the acquisition form before forwarding to the Business Office.
- ⇒ **Be sure to attach your Receipt of Capital Asset / Acknowledgement of Responsibility** form when sending your Acquisition form to the Business Office.
- ⇒ When acquisitions are received in the business office, the capital asset accounting clerk will assign capital asset numbers. A copy of the form along with the capital asset barcode tags attached will be returned to the Property Manager.
- ⇒ The property manager will affix the capital asset label to the equipment promptly and in accordance with the tagging instructions. When placing the barcode label on the equipment, **the property manager will verify that the serial number on the asset tag matches the serial number on the piece of equipment. Please note that when a tag is received, it has already been assigned to a specific piece of equipment. Be careful to place the tag accordingly.**

CAPITAL ASSETS

CAPITAL ASSET DISPOSAL FORM (CA-2)

- ⇒ The Property Manager will complete this form and submit it to Business Office by the capital asset reporting calendar cut-off.

- ⇒ Complete all information on the form (ensure that you have thoroughly checked all information)—Remember the **serial number** is the item that the state auditor checks. It must match the serial number on the equipment itself and your Integrity printouts.

- ⇒ **Items must be inspected and disposal forms signed by the appropriate disposal committee member before forwarding the form to the Business Office.**
 - The maintenance supervisor approves all maintenance items.
 - The transportation supervisor approves mobile equipment.
 - Technology department employees approve all technology items, televisions, vcr's in addition to computer equipment.

- ⇒ **Approved disposal form will be returned to the school property manager with the board approval date by the Business Office Capital Asset Accounting Clerk. Once board notification is received, each item approved should have an “ Approved for Disposal” form made of green paper attached to the item. At that time the items approved for disposal can be moved to your disposal area. Do not move items to a disposal area until after you have received notification of board approval and you have attached the green sign. You must not dispose of the equipment until you receive this approved form back.**

CAPITAL ASSETS

Disposal Process for computer equipment:

⇒ Computer equipment that has sensitive or confidential information must have the hard drive removed and destroyed with a hammer after the disposal is board approved. This includes, but is not limited to, equipment that is used by principals, assistant principals, office personnel, counselors, etc. The Property Manager can do this or someone from technology can destroy it in the Property Manager's presence.

⇒

For computers and related equipment, the Technology Coordinator has made arrangements for Logista to pick up these approved items on a periodic basis. You will be notified in advance when the pick up time is scheduled. The property manager must supervise the pick up process to make sure only approved items are removed by the vendor. If Logista picks up the computer items they will clean the hardware for us.

Disposal process for furniture and non-computerized equipment:

Prepare a work order for Maintenance personnel to pick up the items having a green tag. Once notification of approval has come back to you, disposal in the approved manner must be done within 15 working days.

⇒ Under no circumstances can an employee, student or any other person obtain items approved for disposal for their personal or other use.

CAPITAL ASSETS

CAPITAL ASSET ACQUISITION FORM FOR DONATIONS (CA-1-D)

- **FOR DONATIONS RECEIVED THRU TECHNOLOGY:**

Technology will furnish the district's capital asset accounting clerk with a detailed listing of each item being accepted and the location as well as the fair market value of each item. The accounting clerk will prepare the donated acquisition forms and forward to the schools.

⇒ The Secretary / Bookkeeper will verify the receipt of the equipment and the information on the forms. Then the donated acquisition form will be signed by the Secretary / Bookkeeper and Principal and returned to the Business Office for processing.

- **FOR OTHER DONATIONS :**

⇒ The Secretary / Bookkeeper must complete these forms monthly and forward them to the Business Office by the capital asset cut-off date listed on calendar.

⇒ Include signed documentation from the donor specifying what is to be donated and the fair market value of each item being donated.

⇒ Complete all information on the form. Ensure that you have thoroughly checked all information—remember that the serial number is the item that the state auditor checks. **THE NUMBER YOU TYPE MUST MATCH EXACTLY THE SERIAL NUMBER ON THE EQUIPMENT.**

⇒ The Business Office Accounting Clerk will assign a capital asset number. A copy of the form will be returned along with the capital asset barcode tags to the school Secretary / Bookkeeper.

⇒ The Property Manager will affix the capital asset tags to the equipment promptly and in accordance with the tagging instructions. When placing the asset tag on the equipment, the property manager must verify that the serial number on the asset tag matches with the serial number on the equipment.

Please note that when a tag is received, it has already been assigned to a specific piece of equipment. Be careful to place the tag accordingly.

CAPITAL ASSETS

PERMANENT TRANSFER TO ANOTHER SCHOOL / DEPARTMENT FORM (CA-3)

- ⇒ The school property manager shall complete this form monthly and send to the Business Office by the capital asset cut-off date listed on calendar.

- ⇒ Use this form when an asset is permanently moved to another location (to another school, from central office to a school, from school to child nutrition, etc).

- Do not use this form when moving an item to another building within your school.**

- ⇒ The sending location will complete all information on The “**transfer from**” side of the form. The form must then be signed and sent to the receiving location. It is necessary for you to complete this form in order for the equipment to be removed from your inventory. **Remember: If this form is not properly submitted to the Business Office, you will still be responsible for the item.**

- ⇒ The receiving location will complete the “**transfer to**” side of the form, sign, and send to the Business Office. It is necessary for you to complete this form in order for the equipment to be added to your inventory. Be sure to include the room number where the equipment will be located.

- ⇒ **Note: When equipment is transferred, both parties must be involved in order to ensure that the equipment is removed from the transferee’s inventory and added to the receiving location’s inventory.**

- ⇒ After board approval, a copy of the form with the board approval date will be sent to both locations.

CAPITAL ASSETS

ROOM TO ROOM TRANSFER WITHIN SAME SCHOOL / DEPARTMENT FORM (CA-4)

- ⇒ The school property manager will complete this form monthly and report to Business Office by the capital asset cut-off date listed on calendar when an asset is permanently moved from one room to another room within your school.

- ⇒ Complete the form as the equipment is moved.

- ⇒ Ensure that both teachers / employees and the Principal / Administrator sign the form.

- ⇒ Send these forms to the Business Office for processing each reporting period.

- ⇒ **Do not wait until an audit or in-house inventory to report room changes. All room changes must be reported on this form—not on your inventory report.**

CAPITAL ASSETS

TEMPORARY ASSIGNMENT OF FIXED ASSETS FORM (CA-5)

- ⇒ Complete this form when a capital asset is being temporarily checked out for repair or upgrade by a vendor or district technology employee. Also use this form when item is being temporarily used by another person within your location or when a teacher or other employee checks out the item for home use (such as a library check out, etc.) The item is just borrowed, not kept permanently.

- ⇒ Complete all information on the form.

- ⇒ The person or company checking out the asset must sign and date the form. The capital asset information must be filled out completely and accurately.

- ⇒ The form must be signed and dated when the asset is returned.

CAPITAL ASSETS

LOST OR STOLEN PROPERTY AFFIDAVIT FORM (CA-6)

- ⇒ This form must be attached to the disposal form when submitting an item for disposal that has been lost or stolen.
- ⇒ For items which may have been stolen, also send a copy of the police report.
- ⇒ Complete all of the information on the form. Give as much detail as possible.
- ⇒ The responsible teacher / other employee must sign the form along with the Administrator or Principal.

- ⇒ **THE FORM MUST BE NOTARIZED.**

Remember this form is a legal document and must be both complete and accurate.

RECEIPT OF CAPITAL ASSET / ACKNOWLEDGEMENT OF RESPONSIBILITY

This form must be prepared for each new asset acquired. It must be typed. It is to be signed by the employee having custody of the equipment and sent to the Capital Asset Accounting Clerk with the corresponding acquisition form.

CELL PHONE ACKNOWLEDGEMENT

When a district owned cell phone is issued to an employee, a Cell Phone Acknowledgement form must be prepared. The Property Manager should send the original to the Business Office and keep a copy on file.

CAPITAL ASSETS

NON-CAPITAL ASSET FORMS

ALL FORMS MUST BE TYPED

DONATED ACQUISITION FORM FOR NON-CAPITAL ASSETS

Use this form to account for non-capital assets which are donated. Be sure to add this equipment to your non-cap inventory listing. Do not send this form to the Business Office.

ROOM TO ROOM TRANSFER WITHIN THE SAME SCHOOL / DEPARTMENT FOR NON-CAPITAL EQUIPMENT

Use this form to account for non-capital assets which are moved within your school or department. Be sure these changes are reflected on your non-cap inventory listing. Do not send this form to the Business Office.

PERMANENT TRANSFER TO ANOTHER SCHOOL / DEPARTMENT FOR NON-CAPITAL EQUIPMENT

Use this form to account for non-capital assets which are moved to another school or central office department. Be sure these changes are reflected on the non-cap inventory listing for both locations. Both locations will maintain a copy of this form. Do not send this form to the Business Office.

DISPOSAL FORM FOR NON-CAPITAL EQUIPMENT

Use this form to request the disposal of non-capital equipment. **This form must be sent to the Capital Asset Clerk.** After board approval, you will be notified so that you may make arrangements with the Maintenance for prompt disposal.

LOWNDES COUNTY SCHOOLS NON-CAP INVENTORY

Use this spreadsheet to maintain an up to date listing of all non-cap inventory in your school / department. Once the data base has been recorded, add non-cap items by room when purchased and delete when a non-cap item has been board approved for disposal.

NON-CAP INVENTORY LISTING CERTIFICATION

Each administrator must certify that their school or department is maintaining an up to date listing of their non-cap inventory items. They will send this sheet to the Business Office when requested to do so.

CAPITAL ASSETS

REMINDERS

- ✓ Proof your forms before submission
- ✓ If requested, please mark each form Regular, Title, Sped, or Vocational
- ✓ On disposals, the disposal committee members must sign off before submission
- ✓ On stolen items, send disposal form with the completed and notarized affidavit and police report
- ✓ On permanent transfers to another location, both the sending and receiving locations must sign the form before sending to the central office

REQUEST OF APPROVAL TO ACCEPT DONATIONS

Send this form to Capital Asset Accounting Clerk to obtain permission from the Board to receive either monetary or other donations. If the donation will be a capital asset, send a Capital Asset Acquisition form for Donations after the equipment has been received.

NON CAPITALIZED PROPERTY:

- 740
- Non-Capitalized Property / Equipment (**Costs \$100.00 or more but less than \$1,000 & is not on the Capital Asset Exception List.)**
 - Include items costing less than \$100.00 if they are visible & of a permanent nature such as furniture
 - All **visible equipment** owned by the district **must be** either **capital or non-capital**.
 - Must have a **useful life of one (1) year or more**. Do not include consumables.
 - All non-capital items must have a **blue " Property of Lowndes County Schools" sticker**.
 - All non-capital items must be listed on Non-Capital Asset Inventory listing by room.

Examples of Non-Cap Equipment: This is not an all inclusive list.

AIR CONDITIONER less than \$1,000.00

BAND INSTRUMENTS less than \$1,000.00

CALCULATORS less than \$1,000.00

CALCULATOR KITS less than \$1,000.00 (base on unit cost)

CAMERA, CAMERA EQUIPMENT less than \$250.00

CARTS (except Computer Charging Carts) less than \$1,000.00.

CHAIRS less than \$1,000.00

COMPUTER EQUIPMENT less than \$250.00

DESKS less than \$1,000.00

DVD PLAYER less than \$1,000.00

FURNITURE less than \$1,000.00

FILING CABINETS less than \$1,000.00

LADDERS less than \$1,000.00

MICROSCOPES less than \$1,000.00

MONITORS less than \$250.00

OVERHEAD PROJECTOR less than \$1,000.00

PROJECTORS USED WITH COMPUTERS less than \$ 250.00

PRINTER less than \$250.00

TABLES less than \$1,000.00

TOOLS less than \$1,000.00

VCR less than \$1,000.00

- Capitalize all items on the Exception List below according to the following guidelines .
- Capitalize all other equipment costing \$1,000 or more per piece of equipment or unit.
- Include shipping and installation in the cost of the asset.

Capital Asset Exception List

Air compressors	Capitalize regardless of cost
Cameras and camera equipment	Capitalize if cost is \$250.00 or more
Cellular telephones	Capitalize regardless of cost
Chain saws	Capitalize regardless of cost
Computers / computer equipment	Capitalize if cost is \$250 or more
Generators	Capitalize regardless of cost
Ipads / Ipods / MP3 players	Capitalize regardless of cost
Lawn maintenance equipment	Capitalize regardless of cost
Motorized vehicles	Capitalize regardless of cost
PDA (personal digital assistant/ Electronic Handheld Device	Capitalize if cost is \$250 or more
Televisions	Capitalize if cost is \$250 or more
Two-Way Radio Equipment	Capitalize regardless of cost
Utility Trailers	Capitalize regardless of cost
Weapons	Capitalize regardless of cost
Welding Machines	Capitalize regardless of cost
WII	Capitalize regardless of cost

Capital Asset Object Codes-Select object according to cost

LAND: **710** Land

BUILDINGS: **721** Buildings **(cost or Value less than \$50,000)**

725 Buildings **(cost or Value of \$50,000 and above)**

BUILDING IMPROVEMENTS: Schools will rarely, if ever use these codes. This is for use with major renovations, generally as part of a construction project.

728 Building Improvement **(cost or value less than \$25,000)**

729 Building Improvement **(cost or value of \$25,000 and above)**

IMPROVEMENTS OTHER THAN BUILDINGS:

751 Improvements Other Than Buildings **(cost or value less than \$25,000)**

753 Improvements Other Than Buildings **(cost or value of \$25,000 and above)**

Bleachers

Chain Link Fencing

Flagpole

Metal Breezeway

Outdoor Lighting

Playground Equipment

Scoreboards

CARS / TRUCKS / VANS: **Capitalize all motorized vehicles regardless of cost**

771 Cars / Trucks / Vans **(cost or value less than \$5,000)**

772 Cars / Trucks / Vans **(cost or value \$5,000 and above)**

BUSES : **Capitalize all motorized vehicles regardless of cost**

773 Buses **(cost or value less than \$5,000)**

774 Buses **(cost or value \$5,000 and above)**

HEAVY OUTDOOR EQUIPMENT: Capitalize all motorized heavy outdoor equipment regardless of cost

- 775** Other Mobile Equipment (**cost or value less than \$5,000**)
 - 776** Other Mobile Equipment (**cost or value \$5,000 and above**)
 - Golf Carts
 - Riding Lawn Mowers
 - Tractors
-

COMPUTER EQUIPMENT: Capitalize all computer equipment costing \$250 or more

- 731** Computer Equipment (**cost or value less than \$5000**)
- 733** Computer Equipment (**cost or value \$5000 and above**)
- Battery Back Up Equipment (**\$250 or more**)
- Cameras and Camera Equipment (**\$250 or more**)
- Camcorders used with computer (**\$250.00 or more**)
- Cell phones (smart phones only regardless of cost)
- Computers (**\$250 or more**)
- Hubs (**\$250 or more**)
- Ipads, Ipods regardless of cost
- Monitors bought separately (**\$250 or more**)
- Printers (**\$250 or more**)
- Projectors(for use with computers (**\$250 or more**))
- Promethean boards
- Promethean clicker kit-Consider as 1 asset
- Routers (**\$250 or more**)
- Renaissance Neo Kits (\$250 or more) Consider as 1 asset
- Scanners for Computers (**\$250 or more**)
- Scanners (AM / AR) (effective 8/19/10) (**\$250 or more**)
- Screens to use with Laptop Presentations (**\$250 or more**)
- Security Cameras (**\$250 or more**)
- Servers (**\$250 or more**)
- Video encoders (**\$250 or more**)
- Wii regardless of cost

- 735** Other Furniture and Equipment (**cost or value less than \$5000**)
737 Other Furniture and Equipment (**cost or value \$5000 and above**)

Air Compressors (**regardless of cost**)

Air Conditioners (window) (**costing \$1,000 or more**)

Band Instruments (**costing \$1,000 or more**)

Box Blade (**costing \$1,000 or more**)

Bush hogs (**costing \$1,000 or more**)

Cafeteria Equipment: (**costing \$1,000 or more**)

Coolers

Mixers

Deep Fryers

Serving Lines

Dishwashing Systems

Steam Kettle

Exhaust Systems

Steamers

Freezers

Stoves

Camcorders not used with computer (**costing \$250 or more**)

Cellular Telephones if not smart phones (**regardless of cost**)

Chain saws (**regardless of cost**)

Generators (**regardless of cost**)

Intercom Systems (**regardless of cost**)

iPods (**regardless of cost**)

Lawn Maintenance Equipment: (**regardless of cost**)

Edgers (**regardless of cost**)

Push mowers (**regardless of cost**) **Note: Riding mowers are Heavy Outdoor Equipment**

Pressure Washer (**costing \$1000 or more**)

Projectors (type not used with computers and costing \$1,000.00 or more)

Saws (**costing \$1,000.00 or more**)

Sound System (**costing \$1000 or more**)

Tables (**costing \$1,000.00 or more**)

Televisions (**costing \$250 or more**)

Tools (**costing \$1,000.00 or more**)

Two-way radio Equipment (**regardless of cost**)

Utility Trailers (**regardless of cost**)

Weapons (**regardless of cost**)

Welding Machines (**regardless of cost**)

ASSET # _____

APPROVED FOR DISPOSAL

=====

ASSET # _____

APPROVED FOR DISPOSAL

=====

ASSET # _____

APPROVED FOR DISPOSAL

=====

ASSET # _____

LOWNDES COUNTY SCHOOLS CAPITAL ASSET ACQUISITION FORM FOR DONATIONS

School _____

Donor _____

							For Central Office Use Only		
Bldg #	Room	Manufacturer	Description of Item	Serial Number	Model	Cost	CAPITAL ASSET #	KEY	\$ Amt of Asset
TOTAL									0.00

I hereby certify that all information above is correct:

Secretary / Bookkeeper / Property Manager Date

Principal / Administrator Date

Signature of person in charge of receiving & disbursement of donated items and fair market value appraisals.

You must attach supporting documentation from donor when submitting to the Business Office.

FOR CENTRAL OFFICE USE ONLY		
Board Approval Date	Keyed By	Date Keyed

RECEIPT OF CAPITAL ASSET / ACKNOWLEDGEMENT OF RESPONSIBILITY

I have received the equipment listed below and I understand that I am now the custodian of this asset. I am accepting personal and financial responsibility if lost, damaged or stolen due to my negligence or failure to take reasonable care of the equipment. Taking reasonable care entails the following:

- Not leaving the equipment in an unlocked car or unlocked home.
- Not leaving the equipment unattended or unlocked while at school or elsewhere.
- Not lending the equipment to anyone.
- Not using the equipment in an unsafe environment.

If computer equipment, I agree not to install unauthorized copies of software and to adhere to software copyright infringement laws. I also agree not to use the item for personal or business purposes, but only for school related purposes.

Furthermore, I acknowledge that I cannot move the equipment or allow it to be moved without a transfer form being prepared by my school / department property manager and permission from my principal/administrator. I agree to report and document any change in status of the equipment I am accountable for. If stolen, I agree to immediately report such theft to my supervisor and have the appropriate parties obtain a properly executed police report. Theft as a result of my negligence is not a justifiable excuse.

If this or any asset which I am responsible for becomes missing from its assigned location, I will be liable for payment to the Lowndes County School district and possibly subject to disciplinary action.

I accept full responsibility for this asset.

Employee Name (printed) _____

Employee signature _____ Date _____

Type of asset _____

Serial Number _____

Manufacturer _____

School _____

Room _____

LOST OR STOLEN PROPERTY AFFIDAVIT

LOWNDES COUNTY SCHOOL DISTRICT
1053 HIGHWAY 45 SOUTH
COLUMBUS, MS 39701

SCHOOL / DEPARTMENT: _____

DATE: _____

<u>DESCRIPTION</u>	<u>SERIAL NUMBER</u> (IF APPLICABLE)	<u>CAPITAL</u> <u>ASSET</u> <u>NUMBER</u>	<u>POLICE REPORT</u> <u>NUMBER</u>	<u>DATE</u> <u>PURCHASED</u>

Detailed Explanation of Loss: (In case of theft, robbery or mysterious disappearance, show the name of the Sheriff's Office notified and the date the loss was discovered. If such lost was not reported to a Sheriff's Office at the time of the discovery, give a complete explanation of such failure.)

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

PRINCIPAL/ADMINISTRATOR/SUPERVISOR

DATE

EMPLOYEE RESPONSIBLE FOR PROPERTY

DATE

THIS DATE PERSONALLY APPEARED, BEFORE ME, the undersigned authority, in and for Lowndes County, in the State of Mississippi, the above named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the ____ day of _____ 20__.

Notary Public

LOWNDES COUNTY SCHOOLS

ROOM TO ROOM TRANSFER WITHIN SAME SCHOOL / DEPARTMENT FOR STUDENT MACBOOKS GRADES 6-12

FROM:

_____ School / Department

Bldg #	DESCRIPTION OF ITEM	STUDENT	SERIAL NUMBER	CAPITAL ASSET NUMBER

I hereby release responsibility for the above listed inventory items.

_____ (Principal/Administrator/Supervisor) Date

School / Department

Bldg #	STUDENT	MSIS #

I hereby accept responsibility for the above listed inventory items.

_____ (Principal/Administrator/Supervisor) Date

FOR CENTRAL OFFICE USE ONLY		
Board Approval Date	Keyed By	Date Keyed

LOWNDES COUNTY SCHOOLS

PERMANENT TRANSFER TO ANOTHER SCHOOL / DEPARTMENT

Please check one of the following:
(Do not combine types on same form)

REGULAR ED	
TITLE	
SPECIAL ED	
VOCATIONAL ED	

Federal Programs Administrator : Sped / Title / Vocational -Tech Prep _____ Date _____

FROM: _____
School / Department

TO: _____
School / Department

Bldg #	Room	Description of Item	Serial Number	OTHER # TITLE, SPED OR VOC	CAPITAL ASSET NUMBER

TO:	
Bldg #	Room

FOR CENTRAL OFFICE USE ONLY
COST

TOTAL

0.00

I hereby release responsibility for the above listed inventory items.

I hereby accept responsibility for the above listed inventory items.

(Principal/Administrator/Supervisor) Date

(Principal/Administrator/Supervisor) Date

FOR CENTRAL OFFICE USE ONLY		
Board Approval Date	Keyed By	Date Keyed

CELL PHONE ACKNOWLEDGEMENT

I have received the cell phone listed below. I understand that it belongs to my employer, the Lowndes County School District and that it is to be used only for **official school business**. It cannot be used for personal use by me or anyone else without possible disciplinary action by my employer and penalties from the Internal Revenue Service. If this cell phone is lost, I will notify my property manager and administrator immediately.

Asset # _____

Serial Number _____

Manufacturer _____

Phone number _____

School _____

Room _____

Employee name (printed) _____

Employee signature _____

LOWNDES COUNTY SCHOOLS

VERSION 2 / 20 / 2013

ROOM TO ROOM TRANSFER WITHIN SAME SCHOOL / DEPARTMENT FOR NON-CAPITAL EQUIPMENT

Please check one of the following:
(Do not combine types on same form)

REGULAR ED	
TITLE	
SPECIAL ED	
VOCATIONAL ED	

Federal Programs Administrator : Sped / Title / Vocational -Tech Prep Date

FROM:		Description of Item	Serial Number
Bldg #	Room		

TO:	
Bldg #	ROOM #

COST (IF KNOWN)

INSTRUCTIONS: PLEASE MAKE THE APPROPRIATE CHANGES ON YOUR NON-CAP INVENTORY LISTING. DO NOT SEND THIS FORM TO THE BUSINESS OFFICE

I understand that I cannot move or transfer any equipment without this form having the signature from my principal/administrator. I understand that if I do move or transfer equipment without my principal/administrators' approval, I could be responsible for payment of equipment or disciplinary action.

Signature of Employee Relinquishing Asset Date

Signature of Employee Accepting Responsibility for Asset Date

I hereby certify that all information above is correct:

Principal / Administrator Date

LOWNDES COUNTY SCHOOLS

PERMANENT TRANSFER TO ANOTHER SCHOOL / DEPARTMENT FOR NON-CAPITAL EQUIPMENT

Please check one of the following:
(Do not combine types on same form)

REGULAR ED	
TITLE	
SPECIAL ED	
VOCATIONAL ED	

Federal Programs Administrator : Sped / Title / Vocational -Tech Prep Date

FROM:

School / Department

Bldg #	Room	Description of Item	Serial Number

TO:

School / Department

TO:	
Bldg #	Room

COST (IF KNOWN)

INSTRUCTIONS: PLEASE MAKE THE APPROPRIATE CHANGES ON YOUR NON-CAP INVENTORY LISTING. DO NOT SEND THIS FORM TO THE BUSINESS OFFICE

I understand that I cannot move or transfer any equipment without this form having the signature from my principal/administrator. I understand that if I do move or transfer equipment without my principal/administrators' approval, I could be responsible for payment of equipment or disciplinary action.

Signature of Employee Relinquishing Asset Date

Signature of Employee Accepting Responsibility for Asset Date

I hereby release responsibility for the above listed inventory items.

I hereby accept responsibility for the above listed inventory items.

(Principal/Administrator/Supervisor) Date

(Principal/Administrator/Supervisor) Date

LOWNDES COUNTY SCHOOLS NON-CAP INVENTORY

SCHOOL / DEPARTMENT _____
 BUILDING _____
 ROOM # _____

DATE PURCHASED PO NUMBER	DESCRIPTION OF ITEM	VENDOR	MANUFACTURER	S/N	MODEL #	FUNDING SOURCE GENERAL LEDGER ACCOUNTING CODE	QTY	COST EACH	TOTAL COST
TOTAL								\$	-

 EMPLOYEE SIGNATURE / DATE

 PROPERTY MANAGER SIGNATURE / DATE

 ADMINISTRATOR'S SIGNATURE / DATE

NON-CAP INVENTORY LISTING CERTIFICATION

EACH SCHOOL AND DEPARTMENT IS REQUIRED TO MAINTAIN A LISTING OF ALL ITS INVENTORY THAT IS NOT ON CAPITAL ASSETS. THIS SHOULD BE MAINTAINED BY ROOMS AND UPDATED EACH TIME A NON-CAP ITEM IS PURCHASED OR WHEN NON-CAP ITEMS HAVE BEEN SUBMITTED AND APPROVED FOR DISPOSAL.

SIGN BELOW WHEN THIS INVENTORY LIST HAS BEEN VERIFIED FOR THE 2017-2018 SCHOOL YEAR AND RETURN THIS FORM TO THE BUSINESS OFFICE.

PRINCIPAL / ADMINISTRATOR

DATE

DO NOT SEND A COPY OF YOUR NON-CAP INVENTORY UNTIL REQUESTED TO DO SO.

REQUEST FOR APPROVAL TO ACCEPT DONATIONS

SCHOOL OR DEPARTMENT: _____

DATE	DONOR	DESCRIPTION	PURPOSE	VALUE

PREPARED BY _____ DATE: _____

PRINCIPAL / ADMINISTRATOR _____ DATE: _____

PRIOR TO ACCEPTING DONATIONS SEND THIS FORM TO THE BUSINESS OFFICE FOR PLACEMENT ON THE BOARD MEETING AGENDA