

PROPERTY AND INVENTORY CONTROL OVERVIEW

School inventory control is one of several sub-functions of property management that deals with safeguarding school property. Categorically speaking, school property is either "real" or "personal." Real property includes land, buildings and improvements. Personal property includes items such as furniture, telecommunication equipment, kitchen appliances, vehicles, and so on. The system of inventory control implemented by Business Services provides a method of accounting for fixed assets (real property and personal property).

7.01 Fixed Assets Defined:

- Real property.
- Personal property with per unit cost of \$5,000 or greater and a useful life greater than one year.
- "Fixed" denotes probability or intent to continue use or possession and does not indicate immobility.

7.02 Acquisition of Fixed Assets:

- Any questions concerning the classification of an item as a fixed asset should be directed to Business Services.
- Purchases of fixed assets are coded to the following expenditure account codes:
 - 6619 – Land Purchase, Improvements, and Fees
 - 6629 – Building Construction, Improvements, and Fees
 - 6631 – Vehicles
 - 6639 – Furniture and Equipment
 - 6659 – Lease/Purchase of Buildings, Furniture, and Equipment

7.03 Fixed Asset Inventory Control:

- The control of fixed assets through a physical inventory system is necessary to comply with Generally Accepted Accounting Principles (GAAP), state and federal requirements, insurance requirements, and replacement cost budgeting.
- The fixed asset inventory system allows for accounting of new acquisitions, transfers, and dispositions of assets.
- Each fixed asset acquired by the District will be assigned an inventory control number and added to the computerized fixed asset system.
- A physical inventory of all fixed assets will be made periodically.
- A Property Asset Transfer/Disposition Form is to be completed before items are transferred from one campus or department to another. This form is also used to record the disposition of items. The form should be authorized by campus/department head, scanned and emailed to the Director of Purchasing.

7.04 Controllable Inventory:

- Non-consumable personal property with per unit value less than \$5,000 in the following categories:
 - Technology
 - Musical Instruments
 - Audio/Visual Equipment
- Controllable inventory items are coded to the following expenditure account code:
 - 6649 – Controllable Inventory
- The respective department heads are responsible for overseeing the inventory in these categories.

7.05 Donations:



- Donations made to the District shall be accompanied with a letter declaring the donated items. The original letter shall be sent to Business Services, a copy should be kept in the Department/Campus for record keeping.
- **Technology Donations must be approved by the Technology Department before the donation is accepted.**
- Additional policy regarding donations can be found in Board Policy CDC.

7.06 Examples of Property Classification

ITEM	COST	OBJECT CODE	FIXED ASSET	CONTROLLABLE INVENTORY	GENERAL SUPPLIES
Land Purchase	100,000	6619	X		
Built –In Counter, CNS	1,500	6629	X		
Bus, 78 Passenger	33,000	6631	X		
Violin	1,800	6649		X	
Piano	6,000	6639	X		
Audio Recording System	17,000	6639	X		
UIL Theater Set	5,530	6639	X		
Computer, PC	1,000	6649		X	
Network Server	5,400	6639	X		
Paper Cutter	300	6399			X
Baseball Backstop	900	6399			X
Pole Vault Pit	6,900	6639	X		
Radio, 2-Way	150	6399			X

7.07 Property Disposal Do/Don't Reminder

If a GISD asset is no longer needed on a campus.....

Do	Don't
<div data-bbox="441 394 652 663" data-label="Image"></div> <p data-bbox="261 688 808 821">Complete a Fixed Asset Transfer/Disposition Form for district assets no longer needed on a campus or department, sign, scan and email to the Purchasing Director.</p> <p data-bbox="261 842 821 968">Complete a Fixed Asset Transfer/Disposition Form for district assets that need to be removed from a campus or department, sign, scan and email to the Purchasing Director.</p>	<div data-bbox="1016 407 1260 642" data-label="Image"></div> <p data-bbox="870 688 1393 751">Give away a district asset to another campus or Department.</p> <p data-bbox="870 842 1127 867">Donate district assets.</p>