

**Lewis County School District  
PROPERTY PROCEDURES**

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## I. WHO IS RESPONSIBLE?

- A. Management personnel, i.e. school principals and department managers are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory control and maintenance of all equipment in their immediate area of responsibility.
- B. Responsibility lies with every individual utilizing district assets/equipment for the performance of their duties.
- C. All personnel are responsible to adhere to the following procedures in the procurement, movement, and disposition of all district equipment.

## II. ASSETS

- A. Definition: This property is governed by audit requirements associated with control, accounting, and disposal. An Asset is defined as a donated item having a value of \$5,000 or more, standalone personal property costing \$5,000 or more, software purchases equal to or greater than \$5,000, theft sensitive items that may be identified by the Finance Officer or Asset Coordinator, and land improvements, buildings, or building improvements costing \$10,000 or more. Assets must also have a useful life of more than one year.
- B. Acquisition of Assets
  - 1. All assets will be purchased using the purchase order system. Object codes relative to assets are 07XX series. Material will be shipped to and received at the appropriate location.
  - 2. Exceptions to the above procedures in B1 are those assets received by donation (gifts) from organizations or private individuals. The school principal or department manager will report these assets in writing to the Finance Officer.
- C. Receiving Assets
  - 1. A copy of all purchase orders will be forwarded to the appropriate receiving location for action. When an asset arrives at the location, the following steps will be accomplished.
    - a). Packing slip will be matched to a copy of the appropriate purchase order.
    - b). Package containing asset(s) will be opened to verify quantity and condition.

- c). The Finance Officer or Asset Coordinator should be notified.  
A representative of the Finance Office or Technology Department will then go to the receiving site/department to record the required information and tag the asset.

D. Asset Transaction: Finance Officer or Asset Coordinator will not delete, add, or adjust without written proof/explanation.

1. Form Asset1 will need to be completed by the appropriate management personnel mentioned in section I. A. before a non-technology asset can be transferred between locations. A copy of this form, with signatures, will need to be sent to the Finance Officer by the management personnel and also given to the Support Services/Maintenance personnel. Examples of these transfers are:
  - a) Transfer of equipment from school site/department to Support Services/Maintenance for sale/disposal.
  - b) Transfer of equipment from one site to another.

Note: Upon receipt of transferred assets, management personnel will sign the Form Asset1 from paragraph D. 1. The delivering personnel will need to submit a copy, with signatures, to the Finance Officer.

2. Prior to the return of property to vendors for exchange, repair, or credit, Form Asset1 will be completed, signed, and returned to the Finance Officer by the management personnel.
3. Disposal: location personnel **WILL NOT** dispose of assets. All property will be returned/picked up by district warehouse personnel **ONLY** for proper disposal. Assets will be disposed of in one of the following manners through the Support Services.
  - a) Conduct of a public sale
  - b) Donated to another appropriate agency
  - c) Returned to Grant Agency
  - d) Junked
4. All non-technology property being held for a sale will be transferred to Location code 998 while property to be repaired will be transferred to Location code 996 (**Support Services/ Maintenance**). These locations will contain all assets being held at a central district

location. This will provide visibility of all assets available for sale/disposal. At such time as determined by the Finance Department and approved by the Board of Education a public sale of assets will be conducted. Upon completion of the sale a signed inventory list will be provided to the Asset Coordinator for final retirement of property records.

- E. Movement, repair, and disposal of technology equipment will be coordinated by technology personnel only. All technology equipment being held centrally for repair will be transferred to location 997 and all technology equipment held as surplus, for sale, or disposal will be transferred to location code 999 and maintained until final disposition. All movement and disposal of technology equipment will be reported to the Finance Officer and Asset Coordinator using the previously mentioned Form Asset1 completed and signed by the technology personnel while being signed and delivered by the management personnel. A copy will need to be retained by the technology personnel to be utilized as mention in II F.
- F. When an asset is returned from repair the management personnel will sign as “received by” on the Form Asset1 which was completed when the asset was sent to be repaired and forward to the Finance Officer. If the asset was delivered by technology or maintenance personnel, they will deliver a copy of this form to the Finance Officer.
- G. Any property that is disposed of without following proper procedures will be in direct violation of District Policy.

### III. INVENTORY PROCEDURES

- A. Inventory will be accomplished annually on all assets by appropriate personnel. Results of these inventories will be reconciled, coordinated, and reported as required by the Asset Coordinator to the Superintendent and School Board.
- B. Annually inventory **reports** will be distributed. Each responsible individual, i.e. school principals and department managers, will have 30 days to complete their inventory validation. Each location will receive two copies of their master inventory. Upon completion of the validation the responsible individual will annotate changes, sign, date, and return one copy of their inventory to the Asset Coordinator. No adjustments to asset records will be accomplished without supporting documentation.
- C. Each responsible individual may conduct their actual reconciliation, as they deem appropriate with their personnel. Any questions and/or assistance required should be directed to the Asset Coordinator or Finance Officer.

IV. POINTS OF CONTACT

A. David Lucas, Asset Coordinator  
796-3217  
David.lucas@lewis.kyschools.us

B. Joe Kennedy, Director of Finance/Treasurer  
796-2811  
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