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## ADMINISTRATIVE POLICY

### INVENTORIES

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.
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In order to facilitate the control, protection, insurability and accountability of school system property, a centralized inventory management system will be established and maintained for all locations by the Business Affairs Department.

#### Control

All facilities, equipment and vehicles with an acquisition value of at least \$5,000, all real property and those items identified as "sensitive equipment" by the Chief Financial Officer, are considered accountable items and recorded in the inventory system regardless of funding source (ref. Attachment A). All accountable equipment items are tagged with a barcode label identifying the item as property of Clarksville-Montgomery County School System (CMCSS) or identified by other suitable methods.

A bulk count of all student desks and chairs, teacher desks and chairs, filing cabinets and flat files are provided by each school annually to the Property Control Officer (PCO) in the Business Affairs Department.

New accountable items, including donations, will be reported to the PCO within five days of receipt using the Equipment Acquisition Form ([INV-F006](#)).

The temporary transfer of accountable items between buildings can be accomplished using the Material Transfer Form ([INV-F004](#)) following approval by responsible parties at each location.

The permanent transfer of accountable items between facilities requires the approval of the Principals/Department Heads involved and can also be accomplished using the Material Transfer Form with a copy being forwarded to the PCO.

#### Capitalization

All assets with an estimated useful life greater than one year and an acquisition value of at least \$5,000, and all real property, are recorded as capital assets in the accounting records of the school system. A General Fixed Assets Account Group is established for this purpose. Improvements costing at least \$50,000 that extend the useful life of the sites or buildings are capitalized. Depreciable assets are depreciated using the straight-line method. The following schedule of estimated useful lives is used:

Vehicles – Other	20 years
Vehicles – Buses	15 years
Kitchen Equipment	20 years
Audio Visual Equipment (projectors, cameras)	10 years
Business Machines (duplicating & printing equipment)	10 years
Computer Hardware (fax equipment)	5 years
Musical Instruments	10 years
Custodial Equipment	15 years

Communications Equipment	10 years
Outdoor Equipment (radio towers, fuel tanks, pumps)	20 years
Buildings	50 years
HVAC Systems	15 – 25 years
Roofing	10 – 30 years
Storage Buildings & Portables	25 years
Interior Construction (cabling)	25 years
Ground Equipment	15 years
Site Improvement	20 years
Furniture	20 years
Athletic Equipment	10 Years
Machinery and Tools	15 Years

Where historical cost cannot be determined from school system records, an estimated historical cost is determined by back-indexing from current property appraisals using average Consumer Price Index statistics from the U.S. Department of Labor.

**Accountability**

Principals and district Department Heads are responsible for all accountable items at their location and will appoint an Inventory Control Representative as a point of contact for that building/department relating to property inventory.

Any shortages in accountable items or their damage are reported to the Risk Management Officer in the Human Resources Department who notifies the PCO and others as appropriate. The PCO prepares a report, notifying the principal/facility manager, the applicable Department Head, the Chief Financial Officer and the Director of Schools of the number and type of accountable items and their dollar value that were determined to be missing. The Principal/Department Head is responsible for investigating and documenting the cause and liability for lost or damaged property, and reporting findings in writing to the Business Manager in the Business Affairs Department. Theft or negligence is addressed as necessary through appropriate administrative and legal means. Employees will be held financially responsible for district property that is assigned to them that is lost or stolen due to negligence. Employees responsible for unassigned district property that is lost or stolen due to negligence will be subject to disciplinary action up to and including termination.

Employees are responsible for the loss or damage of school system property when caused by personal negligence, unless there are mitigating circumstances. In the event an employee is determined to have been negligent in the handling of the property, the Business Manager will contact the employee for the purpose of making arrangements for reimbursing the district for the depreciated cost of replacement based on useful life or repair. Failure of the employee to settle any outstanding claims by the end of the fiscal year (June 30) and not using reasonable care in the handling of school system property may result in a payroll deduction and/or appropriate disciplinary action.

In some cases, CMCSS employees may be assigned or check out certain school system property (i.e. textbooks (ref. [BUS-A003](#)), library books (ref. [INS-A013](#)), tools, computers, radios) which are necessary to properly perform their duties. When personnel transfer or leave a location, it is the responsibility of the Principal/Department Head to inventory all property assigned to that individual to insure that it is accounted for. Upon an employee's termination, the Principal/

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Department Head or appropriate supervisor is responsible for insuring all school system property issued or checked out is returned to the district. Failure of the employee to do so will result in their final paycheck being held until item(s) are returned or arrangements have been made to pay for their replacement.

The PCO, at least a month before the end of school, provides each facility with an annual listing of the current accountable items inventory for that facility.

Upon receipt of the report from the PCO, the school completes a verification of the report to make sure of its accuracy, and certifies it as such in a manner satisfactory to the Chief Financial Officer. Such certification is made within two weeks of receiving the report from the PCO.

**Implementing Documents:** [INV-P001](#) Property Inventory Control  
[INV-P002](#) Surplus Property  
[BUS-A003](#) Student Fees, Fines and Charges  
[INS-A013](#) Distribution and Care of Library Books and Other  
Materials and Equipment

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/03/04		Initial Release
1/24/05	A	Establishing capitalization threshold for improvements.
4/28/05	B	Add Attachment A
8/28/06	C	Update equipment list, Clarify Accountability
11/29/10	D	Added Athletic Equipment – 10 years; and Machinery and Tools – 15 years to the schedule of estimated useful lives on page 2. Added last two sentences to 2 <sup>nd</sup> paragraph under Accountability, page 2. Revised Sensitive Equipment List (Attachment A).
2/6/12	E	Added 'iPads' to Attachment A and attached it to the policy. Updated the logo.

**\*\*\* End of Policy \*\*\***

