

# **Section 6**

# **Fixed Assets**

Basic Information  
New Purchases Form  
Donation Acceptance Form  
Request for Permanent  
Transfer  
Affidavit for Removal  
Audit Response Form  
Item Out for Repair  
Check Out Forms

## FIXED ASSETS

**Web site:** <https://apps.harrison.k12.ms.us/harcoapps/fixedassets>

It is the goal of Harrison County School District to have a **complete and correct fixed asset s list posted in each room**. To obtain this goal we have developed a new fixed assets program. Within the new program the fixed assets manager will be able to achieve this goal.

The **physical inventory** will be done twice a year. The first inventory is to be done during teacher workdays at the beginning of the school year. The second inventory is to be done during teacher workdays at the end of the school year. It is imperative that these be completed on the dates specified by this office. The final room list that is posted in each room should carry those inventory dates to satisfy the audit regulations.

### View Inventory

1. Use view to search out an item or see which items are in a specific room.
2. Searches can be done on any column using the *filters*.
3. Each column under View Inventory can be sorted by clicking on the title of each column. Click once to sort items in ascending order; click twice to sort items in descending order. To clear the sort; click the title until the black arrow to the right of the column disappears.

### Move Inventory

1. Locate the item that is to be moved by entering either the property code or the serial number or the room that it is currently in.
2. Click the MOVE button to the left of the item. This will activate the move function.
3. Choose the building and room the item is to be moved to.
4. Click UPDATE.

### Physical Inventory

1. If you have any items that needed to be moved from room to room that you are aware of, make those moves first.
2. Click on the button PRINT AUDIT FORMS
3. Click on PRINT to the right. A new window will be open with the display of the forms. Click on the printer icon from that new window. This will print to the default printer.
4. Give each teacher/staff their room list.
5. Each teacher/staff member is to visually check the property code and serial number of each item on the list and initial beside each number verified.

6. If an item is not in their room; they are to mark through the item and write NOT FOUND out to the right of the item.
7. Any items that are in their room that is not listed needs to be added at the bottom of the page by writing in the property code, serial number, and description of the items.
8. If a property code or serial number needs to be corrected; the fixed assets manager should verify that the number listed is incorrect and send an e-mail to Terese Strickland to have the number corrected.
9. The forms should then be turned in and the fixed assets manager will verify each room and make any corrections and/or moves in the new program. As you get the lists back; put them in order and make sure all items are verified in the system. If an item has been marked through; remove the verification from that item in the system by removing the check marks in the verified column beside the property code and the serial number. Any items that need to be moved from room to room; make those moves in the system using the MOVE INVENTORY button.
10. Ask your technology tech to assist you with the inventory of the MDF (server) rooms.
11. Once all rooms have been verified and corrected the next step is to PRINT FINAL ROOM LISTS. This is the page that the fixed assets manager and the room manager must sign and date. This page is to be posted in the room.
12. NOTE: Once the final room list is posted and an item is moved, removed, or added to a room; that item becomes NOT VERIFIED and that room is no longer correct. The item that was moved will need to be verified within the system in the new room and the FINAL ROOM LIST printed again and signatures are required so that there is always a COMPLETE AND CORRECT list posted.
13. When all room lists have been printed, PRINT ROOM SUMMARY. This will be the page that the administrator and the school-level fixed assets manager will sign once the physical inventory is done. File a copy of this signed form and send a copy to Terese Strickland.

## **DISPOSAL**

The process for disposing of equipment has been changed. Please follow these procedures:

1. Stolen Items: Complete an Affidavit for Removal form and attach police report and forward both to Terese Strickland. (This procedure has not changed.)
2. Broken, Obsolete, and Antiquated Items: Complete a work order with items listed to the technology department for removal. Be sure to keep a list of items removed by the techs with their and your signature. Ownership of those items will be moved to the Central Office and removed from your fixed assets list. Proper disposal will be handled at the central office level.

**PLEASE NOTE:**

If you have item(s) being used that contain a '7' disposal code, send a request to Terese Strickland to have these placed back on your inventory.

If you have questions/concerns fixed assets, please email: [Terese Strickland](#)

# Basic Fixed Assets Notes and Procedures

## Object codes used for fixed assets items

- **731-Computer Equipment <\$5,000 (each item)**
- **733-Computer Equipment >\$5,000 (each item)**
- **735-Other Furniture & Equipment <\$5,000 (\$1-\$4,999 tagged)**
- **737-Other Furniture & Equipment >\$5,000**
- **740-Furniture & Equipment- NOT FIXED ASSETS**
- **610-All Supplies \*NOTE: Do not use 610 for two-way radios, printers, or vacuum cleaners.**

**Please make sure the correct code is used based on the item and cost.**

- 1) If the bookkeeper and Fixed Assets Manager is not the same person, there must be good communication concerning fixed assets. The bookkeeper must make copies of all purchase orders **AND** invoices coded to 731, 733, 735, 737 and 740 once the invoice is received. These copies must be forwarded to the Fixed Assets Manager. Once the Fixed Assets Manager receives the information a **New Purchase Form** must be completed, and item tagged. All information requested on the form must be completed as required by the State.
- 2) **ADDING NEW ITEMS**  
New items must be added throughout the year as purchases are made. The Fixed Assets Manager will assign a property code to any new items received and complete **New Purchase Form**. This form along with the purchase order and invoice will be submitted to the Central Office.
- 3) The amount on the **New Purchase Form** should match the invoice and purchase order amount for that item. If adjustments in cost need to be made on your purchase order, make sure the adjustment is marked for the correct object code. Freight may be included in the cost of the item if it is the only item on the invoice.
- 4) Items to be included in Fixed Assets:
  - Any item with a cost of \$1000 or more
  - Highly "walk-able" items
  - Any item acquired through purchase, donation, PTA, Booster Club, etc. that falls within the Fixed Assets guidelines.
  - Contact this office for instructions for items with a cost over \$5000
- 5) Items acquired through donations, (PTA, Booster Clubs, or any other group organization) that fall under the state guidelines must be included in Fixed Assets. To add these items to the fixed assets inventory, follow the steps listed.
  - Obtain a sales receipt from the organization making the donation.
  - Tag the item.
  - Complete a New Purchase Form using "Donated" in the field for the purchase order number.
  - Complete a **Donation Acceptance Form** to request acceptance of ownership by the HCSDSchool Board.

- Submit the receipt, **New Purchase Form**, and **Donation Acceptance Form** to the central office. The central office will submit it to the school board for approval and then add the item(s) to the inventory.

6) DISPOSAL PROCEDURE

- Complete a work order requesting items be removed from your campus. (Broken, antiquated, no longer used)
- Make a list of the items including property code, serial number, description, and reason for disposal. (This can be done on a spreadsheet if there are a lot of items.)
- The school level fixed assets manager and the technician removing the items must sign the list. The technician will get a copy of this list and bring the list and items to the central office.
- Once the items are received and verified by central office, these items will be removed from your inventory.

7) All libraries must have a check out system for all equipment.

8) Any item that will be taken off school property must have a check out form completed. (Laptops, iPads, etc.) These items can have a check out form for the school year.

9) MOVING ITEMS

The Fixed Assets Manager may move items in the system from room to room at the school. If an item has been moved from your school to another school, the move must be made from the Central Office. To have the item moved:

- Complete the **Request for Permanent Transfer**.
- Send the **Request for Permanent Transfer** to the receiving school.
- The receiving school will fill in the information required and sign the form to accept responsibility for the item.
- The completed form is submitted to the Central Office and the item is moved.

## STATE AUDITOR REQUIRED ITEMS

IN ACCORDANCE WITH THE GUIDELINES ISSUED BY THE OFFICE OF THE STATE AUDITOR, HARRISON COUNTY SCHOOL DISTRICT FIXED ASSET POLICY HAS ADOPTED THE FOLLOWING GUIDELINES FOR PLACING ITEMS ON INVENTORY. THESE GUIDELINES WILL APPLY TO BOTH PURCHASED AND DONATED ITEMS.

<b>Weapons</b>	<b>Printers</b>	<b>GPS Units</b>
<b>All camera equipment</b>	<b>Scanners (\$250 and above</b>	<b>All electric tools (drills, saws, etc.)</b>
<b>Two-way radios</b>	<b>Printer/Scanner/Fax combo machines</b>	<b>Chain Saws</b>
<b>Cell phones</b>	<b>Laptops</b>	<b>All cleaning equipment (wet/dry vacuums, buffers, shampooers, etc.)</b>
<b>Cisco phones</b>	<b>Projectors – Smartboards and Interactive TV</b>	<b>All lawn maintenance equipment, leaf blowers, weed eaters, edgers, mowers, etc.</b>
<b>Televisions over \$1000</b>	<b>Copiers – owned not leased</b>	<b>Generators</b>
<b>Computers</b>	<b>Tablets</b>	<b>Motorized vehicles including 4-Wheelers, golf carts, etc.</b>

## **Codes For Fixed Assets Under \$5,000**

1. CODE 731- Computer Equipment <\$5,000
  - Computers
  - iPad
  - Laptops
  - Printers
  - Projectors
  - Smartboards
  - Tablets
2. CODE 735- Other Furniture & Equipment <\$5,000
  - Athletic Headphone/Radios
  - Band Equipment
  - Cafeteria Tables
  - Cameras
  - Chain Saws
  - Copy Machines - NOT Leased
  - DVD Players
  - Floor Buffers/Shampooer
  - Generators
  - Leaf Blowers
  - Push Mowers
  - Scoreboards
  - Televisions
  - Two-Way Radios
  - Vacuum Cleaners
  - Weed Eaters
3. CODE 775 - Other Mobile Equipment < \$5000
  - 4-Wheelers
  - All Riding Lawn Mowers
  - Golf Carts
  - Trailers
4. CODE 776 – Other Mobile Equipment > \$5000
  - 4-Wheelers
  - All Riding Lawn Mowers
  - Golf Carts
  - Trailers

## **PROCEDURE FOR DONATED ITEMS**

ANY FIXED ASSETS ITEM ACQUIRED THROUGH DONATIONS, PTA, BOOSTER CLUBS, ETC. MUST FOLLOW THE PROCEDURE OUTLINED BELOW.

1. COMPLETE A **DONATION ACCEPTANCE FORM** SIGNED BY THE ADMINISTRATOR, FOR THE ITEM THAT IS DONATED.
2. SUBMIT THE **DONATION ACCEPTANCE FORM & NEW PURCHASE FORM WITH DOCUMENTED VALUE\*** TO THE FIXED ASSETS MANAGER AT THE CENTRAL OFFICE.
3. THE FIXED ASSETS MANAGER AT THE CENTRAL OFFICE WILL FORWARD THE **DONATION ACCEPTANCE FORM** TO THE SCHOOL BOARD FOR APPROVAL.
4. ONCE APPROVED, THE FIXED ASSETS MANAGER WILL ADD THE ITEM TO THE SCHOOL FIXED ASSETS INVENTORY AND SEND A PROPERTY CODE LABEL AND THE APPROVED **DONATION ACCEPTANCE FORM** TO THE SCHOOL-LEVEL FIXED ASSETS MANAGER.
5. THE CENTRAL OFFICE WILL ASSIGN A PROPERTY CODE LABEL.
6. THE SCHOOL-LEVEL FIXED ASSETS MANAGER WILL THEN AFFIX THE PROPERTY CODE LABEL TO THE ITEM, VERIFY THE ITEM IN THE SYSTEM, AND REPRINT THE **FIXED ASSETS ROOM LIST** FOR POSTING.

\*ACCEPTABLE DOCUMENTED VALUE IS A STORE QUOTE, SALES AD, REGISTER RECEIPT, OR COPY OF CHECK FOR THE ITEM DONATED.



## HARRISON COUNTY SCHOOL DISTRICT

**E. MITCHELL KING**  
Superintendent of Education

11072 Highway 49  
Gulfport, MS 39503  
Telephone: (228) 539-6500  
Facsimile: (228) 539-6507

### Affidavit for Removal of Property

Location of Property: \_\_\_\_\_ Date: \_\_\_\_\_

	Description	Inventory Number	Serial Number	Date Purchased	Cost/Value
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

#### Explanation for Removal of Property:

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

We hereby state under oath that the above facts are true and correct to the best of our knowledge.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Responsible for Property

\_\_\_\_\_  
Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority in Harrison County, State of Mississippi, the above named individuals, who, being 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

# Harrison County School District

E. MITCHELL KING  
Superintendent of Education

11072 Highway 49  
Gulfport, Mississippi 39503  
Telephone: (228) 539-6500  
Fax: (228) 539-6507

## DONATION ACCEPTANCE

TO: MITCHELL KING

FROM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

THE \_\_\_\_\_ HAS RECEIVED THE ITEM(S)

School & Group Name (Band, baseball, football, etc)  
LISTED BELOW:

ITEM DESCRIPTION	VALUE	RECEIVED FROM
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IT IS OUR REQUEST THAT THE HARRISON COUNTY  
SCHOOL DISTRICT ACCEPTS OWNERSHIP OF THE ITEM(S) LISTED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
ADMINISTRATOR

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### ITEM OUT FOR REPAIR

The following item has been taken off property to be repaired:

Date: \_\_\_\_\_

Description of item to be repaired: \_\_\_\_\_

Property Code: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Name of Person Removing Item: \_\_\_\_\_

Item to be repaired at: \_\_\_\_\_  
Name of Business

Signature of Person Authorizing Repair: \_\_\_\_\_  
Administrator

### RETURN INFORMATION

Date: \_\_\_\_\_

Name of Person Accepting Item: \_\_\_\_\_

Verify Property Code: \_\_\_\_\_ Serial Number \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

### DISPOSE OF ITEM

\_\_\_\_ NOT REPAIRED

\_\_\_\_ TOO COSTLY TO REPAIR

ADDITIONAL INFORMATION: \_\_\_\_\_

SIGNATURE OF PERSON

DISPOSING ITEM: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*It is the school's responsibility to submit an **AFFIDAVIT FOR REMOVAL** form with this document attached to the district fixed assets office.\*\*\*

[illegible]

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### FIXED ASSET ITEM CHECK-OUT FORM

PROPERTY CODE \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

ITEM REMOVED FROM BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_

LENGTH OF TIME TO BE CHECKED OUT \_\_\_\_\_  
DATES (FROM AND TO)

I accept all responsibility for the above item and I am willing to pay for any damages that may occur due to negligence on my part or for replacement if lost while in my possession.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### RETURN OF ITEM

PROPERTY CODE \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

CONDITION OF ITEM \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PERSON ACCEPTING ITEM \_\_\_\_\_

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### FIXED ASSET ITEM CHECK-OUT FORM BAND EQUIPMENT

PROPERTY CODE \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

DATE ITEM WAS ASSIGNED: \_\_\_\_\_

CONDITION OF THE ITEM ASSIGNED: \_\_\_\_\_

\_\_\_\_\_

I accept all responsibility for the above item and I am willing to pay for any damages that may occur due to negligence on my part or for replacement if lost while in my possession.

STUDENT NAME \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### RETURN OF ITEM

PROPERTY CODE \_\_\_\_\_ SERIAL NUMBER \_\_\_\_\_

DATE ITEM WAS RETURNED: \_\_\_\_\_

CONDITION OF ITEM (CIRCLE) SAME AS ABOVE OR DAMAGED

DESCRIPTION OF DAMAGE (IF APPLICABLE): \_\_\_\_\_

\_\_\_\_\_

ESTIMATE OF REPAIR OR REPLACEMENT: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF PERSON ACCEPTING ITEM \_\_\_\_\_

**FIXED ASSETS  
NEW PURCHASES**

REVISED 04/14/2011

**SCHOOL** \_\_\_\_\_

	BUILDING	ROOM	PROPERTY CODE	SERIAL	MODEL	MANUFACTURER	DESCRIPTION	COST (EACH)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
	VENDOR	PONO	FUND	TOTAL PURCHASE ORDER AMOUNT	CATEGORY CODE (FA USE ONLY)	CHECK	DATE PURCHASED	

PLEASE ATTACH PURCHASE ORDER AND INVOICE TO THIS FORM

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Superintendent of Education

11072 Highway 49  
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Telephone: (228) 539-6500  
Facsimile: (228) 539-6507

## Request for Permanent Transfer

Date: \_\_\_\_\_

It is requested that the following item(s):

<u>Description of Item</u>	<u>Property Code</u>	<u>Serial Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Currently located at: \_\_\_\_\_  
Location Name

Fixed Assets  
Manager: \_\_\_\_\_  
Printed Name

Be transferred to: \_\_\_\_\_  
Location Name

Fixed Assets  
Manager: \_\_\_\_\_  
Printed Name

Transfer authorized by: \_\_\_\_\_  
Administrator Signature Current Location

I accept responsibility for the above  
inventory item(s): \_\_\_\_\_  
Administrator Signature New Location

New Location:  
School: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

**Keep a copy of this form and send the original to Fixed Assets at the Central Office.**