

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b><i>Appropriations Implementation (No Procedures Needed)</i></b>	
Procedure No. 7450.00.01	Eff. Date: _____
Implements Board Policy(ies): 7450 Property Inventory	Last Reviewed: 6/21/19

**1. Background**

*Describe relevant background to the implementation of the policy.*

The Board of Education, as steward of the District's property, recognizes the necessity for maintaining an accurate and complete inventory of District-owned equipment and supplies. This includes the valuation thereof to offer proof of loss in the event of an insurance claim; and to provide a continuous chain of accountability.

Equipment, for purposes of this policy, shall be defined as: a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its form and appearance with use, is nonexpendable and does not lose original identity when incorporated into a more complex unit. Supplies for purposes of inventory as defined in this policy shall refer to District-owned items that are portable in nature and especially vulnerable to loss and theft.

The Treasurer shall ensure that inventories are systematically and accurately recorded, and that property records are updated and adjusted annually.

The Treasurer shall maintain a system of property records which shall show, as appropriate to the item recorded: description and identification, source, year of acquisition, original cost, condition, depreciation, and location.

A physical accounting of all property shall be made as required by law. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

**2. Responsibilities**

Title: Treasurer's Department	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i>	

*The Fixed Asset Administrator will utilize the fixed asset system in Business Plus to ensure that the Treasury Department maintains compliance with federal and/or state regulations to complete inventories of district-owned assets and thus update and reconcile assets' description, location, condition, make, model, serial numbers and status.*

### **3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*

- 1.) Buyers approve the conversion of a purchase requisition into a purchase order (PO).*
- 2.) Upon approval of the PO, the Buyer(s) or Fixed Asset Administrator records assets' data in Google Doc spreadsheet and send tag(s) to be affixed to the movable equipment that will be tracked in the fixed asset system.*
- 3.) Requisitioner / end user places tag in a visible location and records Make, model, serial number and location for each asset tagged asset.*
- 4.) The recorded data will be confirmed and updated in the Google Doc spreadsheet to confirm tag placement completion and asset data accuracy.*
- 5.) The Fixed Asset Administrator will review, update and convert potential assets into the fixed asset accounting system.*
- 6.) After assets move into the asset accounting system, the Fixed Asset Administrator updates the asset with data from the Google Doc spreadsheet data.*
- 7.) The Asset administrator will ensure that the Treasury Department maintains compliance to federal and state regulations by managing and completing fixed asset inventories of all district-owned equipment.*
- 8.) Inventory procedures will utilize handheld scanning technology to scan code 39 scannable barcodes in order to efficiently record and update each asset's location, description, make model and/or serial number.*
- 9.) The fixed asset administrator is responsible to pull and load asset system updated data into the scanning technology software.*
- 10.) Asset administrator will schedule inventories and contact school administrators / department managers to inform them of the inventory schedule and inventory team members.*
- 11.) School administrators / department managers will request personnel to have any district-owned equipment on-site and readily for quick inspection, scanning and recording of asset information during inventory.*
- 12.) Upon inventory teams arrival, School administrator/ department manager will provide inventory lead with building/area map layout and access to all areas of the building /department for inventory review.*
- 13.) After the completion of the inventory, the inventory lead will provide fixed asset administrator asset tracking reports.*
- 14.) Asset administrator will review and update data in the fixed asset accounting system.*

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*