

Inventory Management Procedures:

In order to maintain accuracy and consistency throughout the WCSD, the following guidelines are to be followed for managing fixed assets/inventory.

Fixed Asset Definition and Responsibilities

RESPONSIBILITIES FOR ASSET INVENTORY TRACKING The criteria and dollar thresholds for identifying assets to be inventoried and tracked are to be applied to individual items using the cost at the time of purchase, and not to whole purchases.

Schools and departments shall inventory and track:

- a. Individual equipment items valued between \$500 and \$4999.99.
- b. Individual equipment items valued under \$500 that are identified as a "Control Risk Asset"

District Purchasing Department shall inventory and track:

- a. Individual equipment items and vehicles valued over \$5,000.
- b. Land, construction-in-progress, intangibles, buildings, building improvements, land improvements, equipment, vehicles, and other capital assets valued at \$5,000 or above.

Control Risk Asset (must be tagged regardless of cost)

Digital Camera

DVD Player

Computer (desktop/laptop)

Chromebook

Tablet (all mobile devices)

Television

Printer

Power tools (hand held)

Musical Instruments

Bar Codes

Barcode items -

1 – Anything over \$500, except curriculum and disposable items

2 – Any furniture over \$500, except something permanently affixed

3 – All technology assets – computers, Laptops, iPads, iPods, tablets, printers, etc.

*Receive items on the PO with barcode numbers for automatic set up in Business Plus. Please remember to include the 3 digit location identifier for your school/department.

*Go into that fixed asset to put in Primary code, Secondary code and room number.

*Gifts-in-Kind should also receive bar codes according to guidelines.

Request for additional bar code stickers -

Please request new barcodes from the Fixed Asset Tech through email; bar codes will be sent out in increments of 25+.

Replacing Bar Codes

When a bar code is removed from an item that is still in use, attach a new bar code to the item and send an email to the Fixed Asset Tech requesting a change in bar code numbers. The email should include the old number and the new number, so the change can be made.

Adding Assets to Fix Assets

Items obtained by means other than with a PO, or not received with a barcode, will need to be added to the system manually.

1 – In the Fixed Asset Information screen, select the plus sign at the top left corner of the page. This will put you in Add mode so you can add a new asset.

2 – All fields will be blank. Add the following information; (red stars mark required boxes)

- Asset ID or bar code
- Desc – item description
- Primary – choose a Primary Code
- Secondary – choose a Secondary Code (Fixed Assets Tech can add new codes.)
- Status – AC for active
- Asset ID button – add as much information here that you have
- Loc button – put your **school's numerical ID** under location;

The following will show up on reports;

Room: room number or abbreviation identifier such as SHOP or GYM

Room Name: teacher/student name.

You can also identify assets purchased with special monies such as grants or Title 1 money, that need to stay at a certain school or with a specific teacher, under the Room Name.

****This is also where you will put a lost asset in the **FIND** room with the date it went missing in the room name field. ****

- You can add Warranty or Lease information if desired
- Press Enter key, Record Accepted box will appear if accepted.

Disposal of Fixed Assets

Assets may be disposed of for any of the following reasons; lost or unable to locate, theft, obsolete, thrown away by accident, broken, not repairable, beyond its useful life, donated, traded in, replaced with newer one, recycled, salvaged, purchased/sold. Assets should not be altered, removed, or destroyed without appropriate District Office approval.

****Assets that are lost should be placed in a 'FIND' room and remain there for 1 year, after which they can be deleted if not found. (Please put 'FIND' in the 'Room' box and the date you put the asset in the FIND room in the 'Room Name' box; this way you will know how long it has been lost.)**

Disposal Procedure:

1 - Barcoded items – remove barcode

2 - Place barcode on Deletion Form (402B) see attached. Fill out the information on the form.

If you have a bunch of like items, ie-computers, you may use one deletion form and put all the barcode stickers on an attached page.

3 - Form must be signed and dated by the School Principal/Department Director.

4 – Keep the original, completed form on file at your location; scan in the original, completed form and email it to the Fixed Assets Tech at the WCSD Office. **DO NOT** attach a copy of the form to the asset. *Forms may be discarded after 3 full years.

The Fixed Asset Tech will change the asset status from Active to Disposed in Business Plus.

5 - Place a colored dot sticker on any items that are still in working condition.

6 - Submit a Warehouse Work Order Ticket online at; tms.washk12.org . The Work Order goes to the Fixed Asset Tech, and will be forwarded to the Warehouse upon approval. Red boxes only.

- In the problem box, be sure to specify exactly **what** needs to be picked up and **where** it is located at the school. This helps with determining space requirements and vehicles needed for pick up.
- To expedite the process, please indicate in the comment box or the inventory number box that Deletion Forms have been submitted. Otherwise, the Work Order may not be forwarded to the Warehouse until the forms are received.
- Items need to be located together in an easily accessible area, preferably near the area of food deliveries.
- Items will be picked up by warehouse personnel as soon as possible during the following week.

Disposal Process for Technology items.

After the assets have been designated as IT Surplus, meaning they meet the requirements for continued use and Trent Wilson or Tav Truman are transferring them to the technology building to find a new home for them, please do the following;

1 - Leave the barcode attached to the asset and fill out a **Technology Transfer Form** for **each** (each asset needs its own form in case they go to different schools). This form will go with the asset. Keep a copy for your records. (I attached the form in case you need it.)

2 - Look up each asset in SunGard and change the room number to **ITSP**. This will designate it to the 'IT Surplus Room'. It will stay in this special room until it is re-located to a new school. At that time, the IT department will transfer it to it's new location.

You **will not** be responsible for this special ITSP room on your inventory. It just means the asset is in limbo while a new home is found for it. This designation will also allow us to track these assets across the district as needed.

Surplus Inventory Pick Up

We no longer have specific surplus pick up days for your school. When you have items that need to be picked up, please submit a Surplus Pick Up Ticket at tms.washk12.org. See item 6 above.

As you may know, the warehouse pickup guys are on a schedule and do not have time to get surplus items ready to load. **The pickup guys have been instructed to leave behind any items that are not ready to load.**

So, to make sure your surplus gets moved out of your school on a timely basis, **please make sure you do the following with your surplus items;**

- Have them gathered together, somewhere easily accessible to the pickup guys
- Have them ready to load onto the truck, boxed or on pallets and shrink wrapped (the warehouse will bring you pallets and you can order shrink wrap from them if you need them).
- Complete the necessary paperwork - Warehouse Ticket & Deletion Form

Just a head up! The warehouse has, in the past, let schools borrow their shrink wrap and dispenser. This comes out of their budget. Yes, they have a budget just like you!

Going forward, they will no longer supply the schools with shrink wrap. However, they have made it possible for you to order shrink wrap with a dispenser, at a very low cost, through the warehouse order system. (they always have your back!)

Please take a few minutes and get your order in so you will have shrink wrap on hand when you need it. Please see the link below;

http://warehouse-shop.washk12.org/index.php?route=product/product&product_id=934

Surplus Items Available for Use

You may submit a request for items you are looking for that other schools may have disposed of such as Elmo Cameras, white boards, tables, desks, chairs, file cabinets, etc. Use the Warehouse Work Order ticket system online at; tms.washk12.org. We will notify you if we have the items or if they become available. Hopefully, this will help save your budget for other needs.

Transfer of Fixed Assets

- 1 – Fill out Transfer Form (402E) see attached. District home page under forms.
- 2 – Form must be signed by the school the asset is being transferred from.
- 3 – Send Transfer Form to the school receiving the asset.
- 4 – The receiving school signs the Transfer Form and forwards the form to the Fixed Asset Tech at the District Office.
- 5 – The Fixed Asset Tech will change the location of the asset in the SunGard system.

*Assets purchased with categorical funds for special programs are not to be transferred outside the program area without District Department approval.

Inventory Purchased Upon Retirement Process

The following is the process for purchasing assets from WCSD.

- Send the bar code number to Rachel Terry, she will get a price from Mark Hoss (Mark is the only person in the District who can set the price) and send it back to you. If you want to purchase the asset at that price, continue with the following;
- Complete an Inventory Deletion Form (inventory secretary can help with this) and have the principal or department head sign it.
- Bring the deletion form to the District office and pay the Fixed Assets Tech, Rachel Terry, for the item. Payment can be made in cash, check or credit card. The item is yours to keep!

Annual Inventory

A complete inventory of all classrooms and offices is to be done once during the school year to verify inventory accuracy. Please see attached Inventory Memo for more information.

I am happy to do additional training anytime, just let me know what your needs are.

Please don't hesitate to call me with any questions. Rachel Terry, ext 5113.