



Capital Assets/Theft-Sensitive Assets

The School's Director of Finance and Operations is responsible for inventories of School property. Inventory will be conducted at least once every other fiscal year for all capital assets, except land; infrastructure; buildings; and improvements other than buildings and leasehold improvements. A theft-sensitive assets inventory will be conducted annually.

School assets will be marked with a unique identification number (e.g. bar code, property tag) and identified as School property. All capital assets and theft-sensitive assets will be identified and marked upon purchase or receipt.

When placing a capital asset on the inventory, the Director of Finance and Operations will record:

- A. Description of the item;
- B. Serial number or other identification number (bar code, tag number, etc.);
- C. Source of the asset;
- D. Acquisition date;
- E. Cost of the asset;
- F. Percentage of federal participation in the cost of the property and the federal program charged;
- G. Location of the asset;
- H. Use and condition of the property; and
- I. Ultimate disposition data including the date of disposal and sale price, if applicable.
Federally purchased items with a per unit fair market value over \$5,000 must reimburse the federal program proportionately. Disposed items with a per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

The School will maintain an inventory identifying theft-sensitive assets. This inventory will be reviewed and updated annually. When placing a theft-sensitive asset on the inventory the Director of Finance and Operations will record the information needed by the School. This should include, at a minimum, a description of the item and identification number, location and federal participation, if any.

At the conclusion of the physical inventory, the Executive Director will be provided with a written copy of the inventory that lists all the assets that have been assigned to that site. The inventory will clearly identify all items, including those that were not found, not used, or were in an obviously unserviceable condition.



Procedure #6801

The missing items will be consolidated on a report of potential write-offs. The Executive Director will review the report and approve the total amount of assets to be written off. Only write-off items will be removed from the capital assets inventory system.

Items not being used or in an obviously unserviceable condition will be identified during inventory and the Director of Finance and Operations will be contacted to pick up the item(s) for auction or disposal.