

TAGGED FIXED ASSETS:

The following procedures are to be followed for disposing of inventoried (tagged) personal property fixed assets. Before disposing of any fixed asset, it shall be determined whether the asset is considered GAAP (cost greater than or equal to \$3,000), or whether the asset is recorded solely for insurance purposes (cost less than \$3,000). The following is mandatory for all tagged assets, GAAP, or insurance items.

1. No item (tagged) shall be removed from the school or building unless a fixed asset change form is filled out completely and signed by the appropriate principal/supervisor.
2. The Fixed Asset Change Form must indicate a specific reason for the disposal.
3. If the item being discarded was purchased with state/federal funds, specify the type of funds on the fixed asset change form.
4. The method of disposal recommended shall be noted on the form. If the asset is to be traded in on a new asset, the fixed asset change form must also be accompanied by a Fixed Asset Inventory Listing Form indicating that a new asset has been acquired.
5. All assets disposed of due to obsolescence shall indicate such on the Fixed Asset Change Form. Likewise, if an asset is still in working condition, but discarded for other reasons (such as being outdated), this shall also be indicated on the Fixed Asset Change Form.
6. The building supervisor or principal shall notify the supervisor of operations on a periodic basis of the need to pick up assets to be disposed. All assets to be disposed of may be stored in one central location, or may be disposed of at another site designated by the director of finance. The transportation supervisor will notify the director of finance of vehicles that are no longer needed for operating purposes.
7. The Operations Office shall generate a list of all disposal assets that are suitable for distribution within the system. The disposal list shall be updated, maintained, and distributed on an "as needed" basis. If any item on the list can be used somewhere else in the system, notify the Operations Office for information on requesting the asset. The transportation office will work directly with the director of finance on the disposal of vehicles.
8. Listed items not requested by schools or other departments shall be reviewed with the director of finance to determine the most appropriate means of disposal. The director of finance and supervisor of operations (or supervisor of transportation) will determine which of the following methods is most appropriate for disposing of the surplus or obsolete personal property assets:
 - A. Public auction
 - B. Sealed bid
 - C. Donation to another governmental unit or a private non-profit school
 - D. Direct sale by predetermined price
 - E. Scrapped

The method of disposal used shall attempt to obtain the maximum possible recovery at the least possible cost.

UNTAGGED FIXED ASSETS:

The following procedures are to be followed for disposing of untagged personal property:

1. Untagged furniture and equipment which principals and supervisors have determined to be obsolete, surplus, worn-out, no longer needed, or requiring repairs that are not cost effective, shall be reported to the supervisor of operations. The supervisor of operations shall arrange for the item to be picked up and moved to a central location or another site designated by the director of finance for disposal.
2. The Operations Office shall generate a list of all disposal assets that are suitable for distribution within the system. The disposal list will be updated, maintained, and distributed on an "as needed" basis. If any item on the list can be used somewhere else in the system, notify the Operations Office for information on requesting the asset.
3. Items on the disposal list not requested by schools or other departments shall be reviewed with the director of finance to determine the most appropriate means of disposal. The director of finance and the supervisor of operations shall determine which of the following methods is most appropriate for disposing of the surplus or obsolete personal property assets:
 - A. Public auction
 - B. Sealed bid
 - C. Donation to another governmental unit or a private non-profit school
 - D. Direct sale by predetermined price
 - E. Scrapped

The method of disposal used shall attempt to obtain the maximum possible recovery at the least possible cost.