

EQUIPMENT INVENTORY

AND

DISPOSAL

PROCEDURES

INVENTORIES/FIXED ASSETS

The Birmingham City School system directs each school to perform an inventory annually. The central office will send each school an inventory count sheet to be filled out by each school each year. It is the principal's responsibility to ensure the accuracy of the inventory list and that it is timely completed and returned to the central office.

Inventory records of fixed or capital assets shall be maintained at the central office. An inventory of equipment items not classified as fixed or capital assets shall also be maintained at the central office.

INVENTORIES/FIXED ASSETS DEFINED

Fixed Assets inventory is defined as those tangible items owned by or in custody of the School District which has as significant value, a useful life of more than one year, and is used in conducting activities of the School District.

Fixed Asset Inventory to be accounted for include, but are not limited to:

- A. Real Property
 - 1. Land
 - 2. Land improvements
 - 3. Buildings
 - 4. Building improvements

- B. Construction in Progress

- C. Personal Property, i.e., equipment (\$5,000.00 or more)
 - 1. Furniture and fixtures
 - 2. Motor vehicles (autos, trucks, buses)
 - 3. Instructional equipment
 - 4. Non-instructional equipment

Non-Fixed Asset Inventory to be accounted for include items that do not fall under the above.

INSTRUCTIONS FOR "SCHOOL INVENTORY LOG":

Use only for furniture or equipment items costing between \$50.00 and \$1,999.99 each, i.e., tape recorders, televisions, desks, chairs, etc. Do not use for books or software.

This form should be completed each time an item is purchased in the price range listed above. Distribute one sheet per teacher and/or employee that purchase items. As soon as the item is delivered have them take time to complete the school inventory log, make sure that no column is left blank. Please stress the importance of keeping up with this each time an item is purchased. If you use this form on an ongoing basis as items are purchased, it will make things much easier at the end of the school year when you are trying to complete your end of year inventory. (See Attachment A)

INSTRUCTIONS FOR COMPLETING “ADDITION SHEET FOR INVENTORY WITH UNIT COST OF \$2,000.00 AND UP”:

Use only for equipment or personal property costing \$2,000.00 or more each. The exceptions are electronics such as tablets, Ipads, computers and Promethean boards. This includes donated items.

Upon receipt of the item, complete all information on the Addition to Inventory Sheet and attach a copy of the Purchase order and invoice. If the items are donated with a fair market value of \$2,000.00 or more, send this form to the Finance Department with your documentation of the donation, stating the estimated fair market value, who donated the item, etc. You will receive a copy of the "Addition sheet for inventory with unit cost of \$2,000.00 and up" with your Barcode number indicated on it. The Barcode tags should be placed on all items in this category. (See Attachment B)

INSTRUCTIONS FOR HAVING ITEMS COSTING MORE THAN \$2,000.00 REMOVED FROM INVENTORY:

Use only for items costing \$2,000.00 or more each which you desire to be declared as surplus property.

Fill out form “Request for Deletion of Inventory with a unit cost of \$2,000 and up” and return to the Finance Department. After the form is approved/disapproved, a copy of the form will be returned to you. This copy will be your documentation stating when the item(s) were declared surplus. (See Attachment C)

INSTRUCTIONS FOR TRANSFERING AN ASSET FROM ONE COST CENTER TO ANOTHER:

Use only for items costing \$2,000.00 or more each that you wish to have transferred to another location.

When transferring from your inventory to another school/department, fill out the “Transfer Sheet for Inventory with a unit cost of \$2,000.00 and up” and return to the Finance Department. The Finance Department will distribute the form and return a copy back to you for your records. The school that will be receiving the Asset will also receive a copy. (See Attachment D)

All forms should be e-mailed to William Mac Andrews (wandrews2@bhm.k12.al.us) and Constance Gordon (cgordon2@bhm.k12.al.us). If you have any questions, please call the Finance Department at 231-4917 or 231-4784.

**BIRMINGHAM CITY BOARD OF EDUCATION
SCHOOL INVENTORY LOG
ATTACHMENT A**

Date: _____

Name of Preparer _____

Name of teacher or responsible party: _____

Signature of Preparer _____

Room No. or Area _____

Signature of teacher _____

Asset Id	Quantity	Description of Item	Model#	Serial Number	Barcode*	Fund Source	Year Purchased	Cost or R/L	Is it functional?

Fund Source 1. General Fund, 2. Title Funds, 3. Pupil Supply, 4. Donations

*If applicable

R=Rental or L=Lease

**BIRMINGHAM CITY BOARD OF EDUCATION
 ADDITION SHEET
 FOR INVENTORY WITH UNIT COST OF \$2,000.00 AND UP
 ATTACHMENT B**

TO: FINANCE DEPARTMENT

School/Department	
Room Number	
Description	
Manufacturer	
Model Number	
Serial Number	
Purchase Price	
Date of Purchase	
*Source of funds	
Purchase Order Number	
Bar Code (Office use only)	
Asset ID (Office use only)	

Funding Source: 1.General Fund (pupil supply) 2.Donations 3. Federal Funds (title funds, grants) 4. Capital Funds

**BIRMINGHAM CITY BOARD OF EDUCATION
 ADDITION SHEET
 FOR INVENTORY WITH UNIT COST OF \$2,000.00 AND UP
 ATTACHMENT B**

TO: FINANCE DEPARTMENT

School/Department	
Room Number	
Description	
Manufacturer	
Model Number	
Serial Number	
Purchase Price	
Date of Purchase	
*Source of funds	
Purchase Order Number	
Bar Code (Office use only)	
Asset ID (Office use only)	

Funding Source: 1.General Fund (pupil supply) 2.Donations 3. Federal Funds (title funds, grants) 4. Capital Funds

**BIRMINGHAM CITY BOARD OF EDUCATION
INVENTORY SHEET
REQUEST FOR DELETION OF
INVENTORY WITH UNIT COST OF \$2,000.00 AND UP
ATTACHMENT C**

TO: FINANCE DEPARTMENT

Requesting School/Department

Principal/Dept Head Signature

Date

Location of Asset _____

BARCODE#	QUANTITY	DESCRIPTION	ASSET COST	Reason (See Legend)

Reason Legend:

- 1. Obsolete 2. Salvaged (copy of ticket from salvage company) 3. Stolen (Please Attach Police Report) 4. Auctioned/Sold 5. Other (Please Explain**

Chief School Financial Officer

Date

Picked up by: _____

Date picked up or sold: _____

Please remit this form to the Finance Department. A signed copy will be forwarded to the Service Center to request pick up.

**BIRMINGHAM CITY BOARD OF EDUCATION
TRANSFER SHEET
FOR INVENTORY WITH UNIT COST OF \$2,000.00 AND UP
ATTACHMENT D**

TO: MAINTENANCE DEPARTMENT/CONTRACTED MOVERS

FROM: FINANCE DEPARTMENT

THIS IS YOUR AUTHORITY TO DELIVER THE FOLLOWING ITEMS TO:

Sending School/Department	Authorizing Signature	Date
Receiving School/Department	Authorizing Signature	Date

Quantity	Barcode #	Serial#/Model#	Description

Note to Security/Movers:

Picked up and Delivered by	Date Delivered
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School/Department: Please provide a copy of transfer form to Security in anticipation of a request to enter premises.

School/Department requesting the transfer must complete this form and return to the Finance Department.