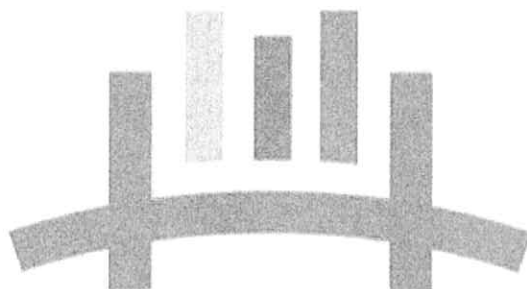


**District Policies
And
Procedures Manual
On
Asset and Property Management**



**D U V A L C O U N T Y
P U B L I C S C H O O L S**

Dr. Diana L. Green, Superintendent

**Duval County Public Schools
JACKSONVILLE, FLORIDA**

TABLE OF CONTENTS

DISTRICT POLICIES AND PROCEDURES MANUAL ON ASSET AND PROPERTY MANAGEMENT

Section I	Introduction	4
Section II	General Guidelines	5
Section III	Review and Release of Purchase Requisitions	6
Section IV	Equipment Transfer Procedures	7 - 9
Section V	Low Value Equipment	10
Section VI	Requirement for Asset Management Liaison/ Laptop Computer Accountability	11
Section VII	Inventory Procedures	12
Section VIII	Procedure for Disposal of Surplus Scrap (Junk)	13
Section IX	Leased Copier Machines	14
Section X	Donated Equipment	15
Appendix A	Sale, Transfer, or Disposal of Property	DUVAL 7.83
Appendix B	Property Management, Inventories, and Property Records	DUVAL 7.85
Appendix C	Donated Equipment	DUVAL 7.87
Appendix D	Lost or Stolen Property	DUVAL 7.88
Exhibits	Exhibit 1Property Inventory Change Notice	
	Exhibit 2Equipment Transfer Form	
	Exhibit 3Equipment Checked Out of School Form (ETF)	
	Exhibit 4Letter of Understanding (For Loaned Items)	
	Exhibit 5 Donated Equipment Form	

INTRODUCTION

The purpose of this guide is intended to provide a quick reference to policies and procedures relative to the responsibilities of the Asset Management Department, schools, and departments in relation to the management of school-district assets and property, and to reduce the quantity of lost and unaccounted for items. The Asset Management Department is part of the Consolidated Services Department and is responsible for the administration of the asset management program. The Asset Management Department operates using the guidelines of the State, District, and School Board. Assets are tracked from the creation, tagging, transferring, inventorying, through final disposition.

The policies and procedures contained herein on the management of assets and tangible personal property have been developed in accordance with the guidelines established by Chapter 274 of the Florida Statutes, State's Chief Financial Officer, and the following policy sections of the School Board Policy Manual are listed in the appendixes:

1. Policy Number 7.83 (Sale, Transfer, or Disposal of Property)
2. Policy Number 7.85 (Property Management, Inventories, and Property Records)
3. Policy Number 7.87 (Donated Equipment)
4. Policy Number 7.88 (Lost or Stolen Property)

Chapter 2006-122, Laws of Florida, transferred tangible personal property rulemaking authority for both State and local government-owned tangible personal property from the Auditor General to the State's Chief Financial Officer, effective July 1, 2006, except that the Auditor General retained rulemaking authority for agency records for state-owned tangible personal property certified as surplus (Chapter 10.350).

The purpose for rules over tangible personal property is to ensure that controls are in place to provide for proper accountability and reporting. Accountability controls require that assets, subject to capitalization thresholds, are identified and recorded in property records and that period reviews are made of assets to ensure they continue to exist and are in usable condition. Accountability also requires that safeguards are in place to ensure assets are not lost, stolen, or otherwise sued for non-entity purposes. Types of accountability controls include:

- The existence and completeness of subsidiary property records and control accounts.
- Periodic physical inspection of property.
- Authorization of disposal of property.

March 2017

Section 1

GENERAL GUIDELINES

1. An inventory of all property at each school/cost center with an acquisition cost of \$750 or more is kept on file in this department.
 - a. All assets (equipment or property) purchased on a District Purchase Order are reported via SAP software to the Asset Management Department.
 - b. All assets purchased from internal accounts with a value of \$750 or more must be reported by the school/cost center on a Property Inventory Change Notice in order meet state guidelines and to be tagged. (See Exhibit 1).
 - c. All property transferred from schools/cost centers must be reported on an Equipment Transfer Form (ETF). Additionally, any property/assets released or received by your location require an ETF. (See Exhibit 2).
 - d. All property checked out of schools/cost centers to district employees and students on a temporary basis must be signed out on the Equipment Checked-Out of School/Department Log. (See Exhibit 3). The dates and signatures must be legible and the equipment must be returned within a reasonable amount of time. The school or cost center is responsible for all equipment checked out. The log must be current and cleared out each school year. **Each year when the school or cost center is notified that a physical inventory has been scheduled, all equipment must be returned to the school or cost center to be inventoried.** Equipment should only be checked out of schools or Responsibility Centers for official use or repair with the permission of the Principal or Department Head. Any damage to, or loss of equipment in which it is felt that negligence has occurred will result in restitution being requested from that individual at the fair market value of the item.
 - e. All schools/cost centers which loan property/assets to external organizations, must prepare a "Letter of Understanding" with appropriate signatures and stated return date of property/assets. The original must be kept on file by the loaning school/department. (See Exhibit 4).
 - f. All schools/cost centers will receive notification and a copy of their inventory listing approximately three to four weeks prior to scheduled inventory. To help achieve a precise and successful inventory, surplus property must be reported to the Consolidated Service's Surplus Furniture Office for pick-up and removal from the location at least two weeks prior to the start of the scheduled inventory.
 - g. All property to be **TRADED-IN** must be identified in the purchase requisition long text with all particulars indicated (i.e., **asset number, serial number, and description**). If the purchase requisition is made for property that is not an asset, a memorandum must be sent to the Director of Consolidated Services with the same information.
 - h. All property stolen must be reported to the School Police on an Incident Report within 24 hours. A copy must be forwarded to Asset Management.
 - i. All assets are currently (or will be) tracked using bar code scanning method.
 - j. All school-district assets and property that are lost or stolen must be reported to the district's Security Department which will create an incident report. A copy must be forwarded to Asset Management Department, Building #3003 through the school mail.

REVIEW AND RELEASE OF PURCHASE REQUISITIONS

Submission of a correct purchase requisition is the responsibility of the school-district. The Asset Management Department receives the school-district purchase requisitions daily to be reviewed for release at the 06 level. This action involves the following:

1. Check that value is over \$750.00 (assets are placed on inventory only if the value is \$750.00 or more.)
2. Check for correct and complete description of asset.
3. Check that the correct Fund Center is used.
4. Check that asset number count matches quantity of items. (Example: If quantity in line item of requisition is for 30 computers then there must be 30 asset numbers assigned.)
5. Check that the correct Material Group and/or G/L account (sub-class) is used. (Example: 1343 is used for computer hardware; 1352 motor vehicles; 1341 office furniture and equipment, etc.)

Once reviewed by the Asset Management Department, the requisition is released at the 06 level and sent to the next release level.

TAGGING OF ASSETS

Once the requisition is released at all levels and becomes a purchase order, and the school-district receives the ordered equipment, a "Good Receipt" (GR) must be completed by the requisitioner or person receiving the goods. This action will generate a workflow via e-mail that will alert the Asset Management Department that the equipment has been received and ready for tagging for inventory purposes. The Asset Management Department cannot tag equipment when a GR has not been completed.

The Asset Management Department will then complete an Equipment Identification Report (EIR) and create the tags necessary (from the related purchase order) to tag the equipment according to the Rules of the State's Chief Financial Officer. The Asset Management Field Clerk will take the EIR along with the asset tags to the school-district to locate and tag equipment. Once the equipment is tagged by the Field Clerk and the necessary information has been collected this information is returned to the Property Records Technician. The technician reviews to make sure all information is entered into the computer and added to the school-district inventory. Once this has been done the EIR's are filed and the tagging process is complete.

EQUIPMENT TRANSFER PROCEDURE

The Equipment Transfer Form (ETF) is used to track the movement of all District equipment from one location (or cost center) to another. Movement of equipment is initiated when the requesting School Principal or Department Head identifies equipment or supplies to be removed from their location or transferred to another school or department.

1. The School Principal or Department Head should assign an Inventory Designee to oversee appropriate completion of all ETF(s) (see attachment – Exhibit 2).
2. Administrative requests should be mailed to Assistant Manager, Consolidated Services Surplus Furniture Office, Building #3003.
3. The ETF has four colored copies:
 - a. Gold - kept by the originator (usually person requesting transfer from releasing school or cost center).
 - b. Pink – kept by releasing school or cost center after equipment is picked up
 - c. Yellow – kept by the receiving school or cost center
 - d. White – to be retained by Asset Management Department for record keeping purposes.
4. After an ETF is filled out by the originator (releasing School's Principal, Department Head or Designee), he/she should:
 - a. Notify Route Driver to pick up if there are only 2 or 3 items. (Items should not weigh over 60 pounds each and be movable by one individual.)
or
 - b. Call Consolidated Services if there are too many pieces of equipment and/or they are large (weighing more than 60 pounds), and will require several employees to move them; give accurate details of what is to be picked up; ETF Number and Releasing School/Department Designee's name.
 - c. Keep the (incomplete) gold copy for school files.
5. If option (a) is chosen, the school's Principal, Department Head, or designee, should tell the Route Driver that the school is requesting movement of equipment. There should be one (1) location for pick up and delivery of small quantities of small equipment. The Route Driver will pick up equipment as soon as his schedule allows. If any problems occur with an equipment pick-up/delivery, you are requested to contact the Assistant Manager, Consolidated Services Surplus Furniture Office.
6. If Option (b) is chosen, the message that a school (location or cost center) is awaiting equipment pick up will be delivered to Assistant Manager, Consolidated Services Surplus Furniture Office.
7. Regardless of size of pick up and prior to moving listed equipment, the Route Driver must check equipment listed on the ETF against the equipment to be moved.
 - a. **THE ROUTE DRIVER WILL NOT PICK UP ANY EQUIPMENT NOT LISTED ON ETF.**
 - b. **THE ROUTE DRIVER WILL CROSS OFF ALL LISTED EQUIPMENT HE DOES NOT PICK UP.**

**c. THE SCHOOL OR DEPARTMENT DESIGNEE WILL INITIAL BESIDE ITEMS
CROSSED OFF (I.E. NOT PICKED UP).**

8. After the Route Driver checks accuracy of the ETF, the school's Principal, Department Head, or designee will sign and date the ETF (in Releasing Principal/Designee's Signature and Date spaces); and Route Driver will sign/initial and date (in Delivered/Completed by (individual) and date spaces). At this time, the Route Driver must leave releasing school/office pink copy. (pink copy is releasing location's receipt and confirms equipment was removed). It lists the date equipment was removed and by whom. The releasing school's Principal, Department Head, or designee (originator), should keep it on file for inventory purposes.
9. The receiving Principal, Department Head, or designee, should verify that each piece of equipment on the ETF has been delivered before he/she signs the form. After verification of equipment delivery, the receiving school's Principal, Department Head, or designee, signs and dates (in Receiving Principal/Designee's signature space) and retains the yellow copy for school files. (Yellow copy confirms all equipment was received, the date it was received, and by whom). Yellow copy should be kept on file by receiving school's Principal, Department Head, or designee for inventory purposes.
10. The completed ETF may be hand delivered to the Warehouse by the Warehouse Route Driver. However, receiving location should be responsible to mail/deliver to the Asset Management Department, Consolidated Service Center, #3005, in the event the Warehouse does not carry item. (The official district inventory record for each asset is updated from the completed white copy).
11. White copies are not valid without releasing School and receiving School's Principal, Department Head, or designee signatures. If each school Principal, Department Head, or designee, follows these instructions, they will possess the necessary ETF copies to verify equipment movement at time of school equipment inventory throughout the school year.

All equipment being removed to the Consolidated Service Center Warehouse, or transferred from one school to another, must be listed on an ETF.

****ALL EQUIPMENT WITH ASSET NUMBERS SHOULD BE LISTED ON ETF SEPARATELY FROM EQUIPMENT WITHOUT ASSET NUMBERS. ALL ELECTRONIC EQUIPMENT WITH ASSET NUMBERS SHALL BE LISTED SEPARATELY FROM NON-ELECTRONIC EQUIPMENT WITH ASSET NUMBERS ON INDIVIDUAL ETF.****

Please refer to Exhibit 2 for the following:

TOP OF FORM

The following blanks should be filled in by Releasing School:

- A. REQUESTED BY: (*Please Print*) Name of person requesting transfer.
- B. TITLE (*Please Print*) Title of person requesting transfer.
- C. SIGNATURE OF PRINCIPAL OR DESIGNEE
(Overseeing Principal, Department Head, or designee, should print and sign name here)
- D. COST CENTER
(School Number or Administrative Cost Center)

BODY OF FORM

- E. FROM (Releasing School) VERY IMPORTANT
*Alternate locations are Cost Centers within a building. Be sure to use Building number as School number.
- F. TO (Receiving CC). VERY IMPORTANT!
*Alternate locations are Cost Centers within a building. Be sure to use the Building number as School Number.
- G. QUANTITY (one item if pertaining to each tagged piece of equipment)
- H. CONDITION
- I. DESCRIPTION OF ITEM
- J. *****PROPERTY NUMBER/ASSET NUMBER (LIST EACH PIECE OF EQUIPMENT'S DUVAL COUNTY PUBLIC SCHOOL TAG(S); 6-DIGIT AND/OR 12-DIGIT AND/OR 11-DIGIT).*** VERY VERY VERY IMPORTANT**
- K. SERIAL NUMBER VERY IMPORTANT

BOTTOM OF FORM

- L. DELIVERED/COMPLETED BY:
(Route/truck driver signs/initials here)
DATE: VERY IMPORTANT

The following blanks should be completed by *Releasing* School Principal, Department Head, or Designee

- M. RELEASING PRINCIPAL/DESIGNEE'S SIGNATURE
(Releasing School's Principal/Designee prints name, signs & dates)
DATE: VERY IMPORTANT!

The following blanks should be completed by *Receiving* School Principal/Designee

- N. RECEIVING PRINCIPAL/DESIGNEE'S SIGNATURE
(Receiving School's Designee prints name, signs & dates) **DATE: VERY IMPORTANT!**

LOW VALUE EQUIPMENT

1. Duval County Public Schools will not tag any equipment costing less than \$750.00. This means that this equipment will not be placed on district inventory.
2. Each school/cost center is required to internally track and monitor this property. The following information should be written on each piece of equipment:

DCPS/School Name and RC # _____/(N.O.R.)

3. The N.O.R abbreviation stands for "Not on Record". This will differentiate this low value equipment from equipment with asset numbers when the Asset Management Department conducts their asset inventories at the locations.

**REQUIREMENT FOR ASSET MANAGEMENT LIAISON AND ACCOUNTABILITY OF LAPTOP
COMPUTERS**

All schools and departments are required to assign at least one individual as Asset Management Liaison to help coordinate the schools/cost centers receipt of assets for tagging and liaison with an Asset Management representative at the time of the location's inventory. (If these duties happen to be divided between two different individuals, please list who will be handling each). Forward the name(s) of the individual(s) in the following format to the Asset Management Department, Bldg. 3003:

School/Dept Name: _____ School/Cost Center Number: _____

Principal/Department Head: _____

Asset Management New Asset (Tagging) Designee: _____

Asset Management Inventory Designee : _____

To ensure accountability of laptop distribution, all schools and departments must maintain a listing to internally track the distribution of laptop computers under their authority. The listing should include the asset inventory number, serial number, and name of the individual assigned the laptop. It is essential that the listing be kept current due to employee turnover at each location. This listing should be provided to the Asset Management Clerk upon inventory the location.

All laptops that are lost or stolen must be reported to the district's Security Department which will create an incident report. A copy must be forwarded to Asset Management Department, Building #3003 through the school mail.

INVENTORY PROCEDURES

The accountability of all school-district assets and property are the responsibility of the Principal/Department Head for their particular school/cost center. The Asset Management Department is tasked with inventorying, tagging, and administrative record-keeping of all assets throughout the school district. The following procedure will be followed when initiating the inventorying of assets:

1. Upon arrival at the location, the school/department's assigned liaison/representative must be available when needed to assist the Asset Management Field Clerk in gaining access to different areas throughout the location.
2. The Asset Management Field Clerk will conduct an initial sweep of the location for all listed assets.
3. The Asset Management Field Clerk will search for and inventory all locatable assets and annotate any assets that can not be located.
4. The Principal/Department Head will make all laptops assigned to their school/cost center available to the Asset Management Field Clerk for inventorying. An internal listing of assets identifying employees with laptops should be presented to the Asset Management Field Clerk during this stage.
5. Once the initial inventory process is complete, all the information and data will be compiled and any shortages of assets at the inventoried location will be revealed.
6. The Asset Management Field Clerk will conduct a second inventory of the location for identified asset shortages only.
7. Once the second search is completed, the Asset Management Department will forward an "Asset Shortage" notice to the Principal/Department Head listing the actual shortages and to request them to respond to the shortages **within 10 days**. If there were any shortages from the previous year that were not located, these will also be identified in the notice. During this phase, the school/department **must** make a concentrated and sincere effort to locate these shortages.
8. Once any shortages have been rectified, the Principal/Department Head will sign the actual inventory stating that the inventory was conducted and was complete. **Once the actual inventory of the school/department is complete, any second year asset shortages will be presented to the School Board during their monthly meeting. Failure/refusal to sign the actual completed inventory will be presented to the appropriate Chief Officer.** The actual purchase costs of any asset(s) that is identified as "unlocatable" will also be presented. The quantity and total cost of unlocatable assets will be reviewed during the Board Meeting.

PROCEDURE FOR DISPOSAL OF SURPLUS SCRAP (JUNK)

Surplus tangible property including all equipment regardless of cost will be picked up by Consolidated Services Warehouse personnel on the regularly scheduled route and disposed of in compliance with the Rules of the Duval County School Board (Appendix A).

It will be the individual schools/cost centers responsibility to make arrangements to dispose of substantial amounts of scrap metal and supplies which can be recycled such as paper, oil, etc. by offering the items to local vendors if the sale is estimated to result in less than \$100. Consolidated Services must be informed of such arrangement(s). A detailed request listing the items to be sold to any individual/vendor must be forwarded to the Director of Consolidated Services. Approval of the request by the Director of Consolidated Services or Designee must be received prior to disposal of the surplus scrap.

The revenue derived from the sale of this scrap will be credited to the district's general funds account. A check (made payable to Duval County Public Schools) along with a letter of explanation will then be forwarded to the district's Business Services Accounting Department with a copy of the letter to the Director of Consolidated Services by the school's/cost center's designated representative.

It should be recognized that all funds to purchase supplies from which scrap is generated was initially derived from district revenue, and should therefore be returned to a district account rather than an internal account.

LEASED COPIER MACHINES

When schools or departments receive a leased copier machine and the vendor takes the old copier machine as a trade-in, the Director of Consolidated Services must be informed of the transaction. Failure to comply, results in the old copier machine being listed as a shortage on the school/cost center's inventory by the Asset Management Department. The model of the copier, serial and asset numbers are required to be communicated by either memorandum or e-mail to the Director of Consolidated Services. This proactive measure will eliminate addressing the missing copier machine during the school/cost center's annual asset inventory.

DONATED EQUIPMENT

In order to ensure donated equipment is added to the district's asset inventory, schools/cost centers that obtain any equipment through any source other than a purchase order (internal accounts, PTA, Band Parents, donations, etc.) valued at \$750 or more are required to complete a Property Inventory Change Notice (Exhibit 1).

Prior to receiving any donated equipment, the Principal or designee must ensure that the equipment appears to be operable and has a reasonable life expectancy and will not require excessive funds to operate or maintain. The receiving school will have the donor complete the top portion of the Duval County Public Schools Donated Equipment Form (Exhibit 5). The Principal or Designee will complete the bottom portion and give the original to the donor, maintain a copy at the school, and forward a copy to the Asset Management Department. Upon completion of this process, the donated items become the property of the school district and the receiving school must follow applicable school district policies relating to property management.

CHAPTER 7.00 - BUSINESS SERVICES

SALE, TRANSFER OR DISPOSAL OF PROPERTY

7.83*+

The School Board may sell, transfer or dispose of any school real or tangible property, including instructional materials, which is declared by resolution of the Board to be unnecessary or unsuitable for school purposes because of location, condition or other cause.

I. Land or Buildings

Disposal of surplus land or buildings shall be in accordance with Section 1013.28, Florida Statutes, and State Board of Education Rule 6A-2.0010.

II. Tangible Personal Property

Disposal of surplus tangible personal property shall be in accordance with Chapter 274.05, Florida Statutes, and Jacksonville Ordinance Code 122.812.

A. The proceeds from the sale of tangible personal property which is included on the property inventory shall be identified as revenue from the sale of equipment.

B. Funds generated from the sale of scrap or junk materials shall be deposited in accordance with these provisions.

1. Funds for scrap originating from items, equipment, or supplies purchased with budgeted funds shall be returned to the school property deposit account.
2. Funds for scrap originating from donated items or equipment shall be returned to school internal funds.
3. The disposal of donated, registered vehicles shall be in accordance with the City of Jacksonville, Motor Pool Procedures, and shall be returned to the District General Funds.

III. Instructional Materials

Disposal of surplus and obsolete instructional materials shall be in accordance with State Board of Education Rule 6A-7.074.

CHAPTER 7.00 - BUSINESS SERVICES

STATUTORY AUTHORITY: 1001.42, F.S.

LAW(S) IMPLEMENTED: 274.05, 1001.43, 1006.41, 1013.28, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-2.0010, 6A-7.074

CITY OF JACKSONVILLE ORDINANCE CODE: 122.812

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: DN

CHAPTER 7.00 - BUSINESS SERVICES

PROPERTY MANAGEMENT, INVENTORIES AND PROPERTY RECORDS

7.85*+

- I. **School Property Custodians**
 - A. The Superintendent is designated as the custodian for all property owned or controlled by the School Board provided, however, he/she may delegate responsibilities to other school personnel.
 - B. Each school principal shall be the custodian of all property located at and charged to that school. The District department head shall be the custodian of all property purchased through and assigned to that department. The principal or the District department head may delegate the responsibility to employees in that school or department and that person shall be responsible to the principal or District department head.
 - C. Principals and District department heads shall make provisions to ensure that all School Board facilities are locked and secured when not in use by students, employees or other authorized persons.
- II. The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall be consistent with all requirements of Florida Statutes and the rules of the Auditor General. School inventories shall be verified by the District administration at the Superintendent's direction. The Superintendent shall develop administrative procedures to implement this policy.
- III. Any incoming principal and the property control officer shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District office to identify any shortages or discrepancies.

CHAPTER 7.00 - BUSINESS SERVICES

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

CHAPTER 274, 1001.43, 1001.51, 1001.54, F.S.

HISTORY:

ADOPTED: _____

REVISION DATE(S): _____

FORMERLY: DID, EC

CHAPTER 7.00 - BUSINESS SERVICES

DONATED EQUIPMENT

7.87

Any equipment donated by any individual or organization shall become the School Board's property, shall be placed on the school's inventory, and shall remain in the school unless the Superintendent or designee authorizes in writing its transfer to another school. In accepting donations of any equipment, the principal shall exercise due care to ascertain that the equipment is operable, has a reasonable life expectancy, and is in the School Board's best interest. District personnel may assist in making these determinations. Equipment requiring excessive funds to maintain or to place in operable condition shall not be accepted by school principals or other school personnel.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

274.02, 1001.41, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: KCD

CHAPTER 7.00 - BUSINESS SERVICES

LOST OR STOLEN PROPERTY

7.88

- I. The principal or designee shall notify the following individuals when any school property has been vandalized, stolen, or lost:
 - A. The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
 - B. The District office by telephone; and,
 - C. In writing with a copy of such notice being sent to the Superintendent.
- II. The custodian of the property records shall prepare a written report and recommendations to the Superintendent if the property is not recovered within thirty (30) days.
- III. The Superintendent shall report to the Board any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

274.02, 1001.43, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW

TO: PROPERTY MANAGEMENT, 4880 BULLS BAY HIGHWAY, BUILDING #3003

FROM: SCHOOL _____ R/C NO. _____ DATE _____

**SUBJECT: EQUIPMENT OBTAINED THROUGH ANY SOURCE OTHER THAN A PURCHASE ORDER.
FOR EXAMPLE: INTERNAL ACCOUNTS, PTA, BAND PARENTS, DONATIONS.
PLEASE SUBMIT A COPY OF INVOICE WITH THIS FORM AND AS MUCH INFORMATION AS POSSIBLE.**

[illegible]

Signature of Principal

$$\begin{pmatrix} 1 & 0 \\ 0 & 1 \end{pmatrix}$$

Exhibit 2

(SCHOOL-DISTRICT LETTERHEAD)

TO: (Name of receiving person & organization)

FROM: (Giving DCPS School Principal/Department Director)

SUBJECT: LETTER OF UNDERSTANDING

DATE:

The following high-value school-district item(s) will be loaned to your organization this date for a period of _____. The estimated date of return of the item(s) back to my organization is _____.

Description of item	Serial Number	Asset Number

The below acknowledgement of receipt must be signed during the turnover of the above item(s). You will be given a copy of this letter for record keeping purposes and as a reminder of the return date for the item(s). Any damage to, or loss of equipment will result in restitution being requested from you or your organization at the fair market value of the item(s).

cc: Executive Director (K-8 or High School) if required
Asset Management Department

TO: (Giving DCPS School/Department)

FROM: (Name of receiving person & organization)

SUBJECT: LETTER OF UNDERSTANDING

I acknowledge receipt of the above listed item(s). I understand and agree to the above listed terms of this agreement.

Print Name/Title

Signature/Date



Deval County Public Schools

DONATED EQUIPMENT FORM

Date:

Donors Name:

Phone Number:

Address:

Zip Code:

DONATED ITEM:

Serial Number:

Make/Model:

Approximate Original Cost:

Approximate Current Value:

School receiving donation(s): _____

"I certify that the above equipment is operable and has a reasonable life expectancy and will not require excessive funds to operate or maintain".

(Donor's signature)

TO: (Donor's Name)

FROM: (School Principal)

On behalf of my school, I would like to express my gratitude for the generous donation(s) made to our institute of learning which I believe will make a difference in our children's future. I hereby acknowledge receipt of the above donated equipment.

Intended Use of donated equipment:

(Principal's Signature)

