

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

**TABLE OF CONTENTS, SECTION 13**

13.1 PROPERTY MANAGEMENT- GENERAL INFORMATION

13.2 PROPERTY MANAGEMENT DISPOSITION

13.3 INVENTORY SCHEDULE AND PROCEDURES

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

### **13.1 Property Management – General Information**

The goal of the Coordinator of Fixed Assets is to account for and distribute fixed assets of the District efficiently and effectively. The District follows a capitalization policy, affixes stewardship responsibility on particular individuals and provides maximum utilization of district assets.

Responsibilities of the Coordinator of Fixed Assets include:

- Account for district property
- Redistribute equipment and furniture
- Provide administrative guidelines
- Maintain a fixed asset catalog
- Maintain computerized records
- Collect asset utilization information
- Coordinate disposition of assets
- Audit organization assets
- Develop a standard equipment (asset) list
- Provide data for insuring district property
- Provide asset value information for the district financial statement

Fixed assets inventory includes only items listed in the Fixed Asset Catalog; however, the list may be updated at any time. The general guidelines are:

An expenditure is classified in the general fixed asset account if:

- The item is tangible
- The unit cost of the item is \$5,000 or more
- The useful life is estimated at more than one year
- Inventory control is desired and economical
- TEA requires it when items under \$5,000 per unit are purchased as a set

An item, which is attached permanently to the building, is not inventoried separately. This is considered in the overall value of the building (Building Improvement).

Property tags should not be placed in direct view if the equipment is to be used by a student. In general, place tags on the underneath side. If the item has a serial number, place the property tag as close to the manufacturer's tag as possible.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

### 13.2 Property Management Disposition

The following is general information regarding TISD guidelines and procedures for obtaining and discarding fixed assets from an organization/school.

#### TISD Fixed Asset Guidelines

Use the following guidelines when completing the paperwork for the pick-up of any old and/or obsolete equipment that you want removed from your campus.

Send a completed Fixed Asset Form to “Linda Little/Fixed Assets at Gary” with all items to be picked up listed on the form. **The completed forms must be in her office by the required date in order to be included in the pick-up.**

All requests must be on the official form and should be signed by the campus principal, department head, etc. The Fixed Asset form is available on the TISD website – choose Employees, Forms, then log in and select Miscellaneous Forms.

Please list furniture and equipment on separate sheets.

Furniture lists must be detailed. (Example: 14 student chairs, 29 student desks, 1 teacher desk, etc.)

Information for tagged items must be detailed. (Example: Gateway Computer, TISD tag # , Serial Number)

All items to be picked up should be listed, with or without fixed asset tags.

Broken desks and chairs should be placed in the dumpster, not collected for pick-up.

#### **ALL ITEMS MUST BE IN ONE CENTRAL LOCATION ON THE CAMPUS.**

ITEMS NOT LISTED ON THE FIXED ASSET FORMS WILL NOT BE PICKED UP. (Once the list has been turned in, you may not add items to the “pile”.)

**Do not enter a Work Order to Facility Services for this pick-up.** If it is necessary to enter a work order, you will be notified to do so.

Usually there is one pick-up in the Fall and one in the Spring, so be certain your lists are complete. Contact the Coordinator of Textbooks & Fixed Assets for further information: 903-262-3195.

The Coordinator of Fixed Assets will process transfers and deletions of items on the Fixed Asset Report.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

---

### **13.3 Inventory Schedule and Procedures**

When an organization is scheduled for inventory, the Coordinator of Fixed Assets will send the appropriate documentation and instructions.