



MOUNT PLEASANT

INDEPENDENT SCHOOL DISTRICT

Fixed Assets Policies & Procedures

Revised

6/2026

Mt. Pleasant I.S.D. Fixed Asset Policies and Procedures

Definition

The Business Department and individual campus/departments share responsibility for recording the addition and deletion of fixed assets. Fixed assets are physical items of equipment or property having an expected life longer than one year; are of a significant value at purchase; and may be reasonably identified and controlled through an inventory system. Examples of fixed assets include land, buildings, furniture, technology and other equipment.

Local policy (CFB Local) requires that individual items have a minimum value to be capitalized as a fixed asset. This amount is \$10,000 or greater. In addition, electronic equipment (TV's, digital cameras, IPADs, etc.), tools or similar items having a cost less than \$10,000 that are considered "high risk" assets are to be included the inventory of District assets.

Control and Accountability

The purchasing of fixed assets entails additional procedures to record the items in the fixed asset records and identify the assets as school property for security and tracking purposes. The school district's business department will assist campus/department personnel in complying with these requirements.

The emphasis in governmental accounting for fixed assets is on control and accountability. Accordingly, a variety of data relating to a school district's fixed assets must be accumulated to maintain control and accountability over them. These data include:

- The item purchased
- Date of Purchase
- Purchase price
- Life expectancy
- Campus & room number
- Bar Code number
- Fund from which purchased
- Manufacturer

- Model Number
- Serial Number
- Purchase order number & check number
- Employee assigned to asset (if applicable)

Fixed asset records are necessary to designate accountability for the custody and maintenance of individual items.

In the subsidiary ledger, all fixed assets belonging to a given school are grouped together (e.g., land, buildings, and equipment records for a particular school segregated from records of the other schools.) The subsidiary record, regardless of its physical form, provides for a complete description of the item to permit positive identification, cost and purchase data, and its location.

Bar codes: All fixed assets will be marked numerically with a bar code to permit positive identification.

Physical Inventory of Fixed Assets

A physical inventory of fixed assets will be performed by a third party annually. The third-party firm will scan all assets of the District and provide a report. Discrepancies will be investigated by each campus/department and the proper adjustments will be made by the Accounting Clerk.

Basis

Fixed assets are included in the financial records on an original cost basis. In some situations, the purchase or acquisition documents may not be available for general fixed assets already on hand. If reliable historical records are not available, an estimate or appraisal of the original cost of such assets based on such documentary evidence (such as internet quotes at time of acquisition) may be used. The goal of such valuation is to record a fair market value at the date of acquisition. The intent is not to expend an excessive amount of monies in ascertaining exact cost. If fixed assets are acquired by gift, then the fair market value on the date received is the appropriate amount to include in the fixed asset records of the district.

Depreciation

Depreciation expense will be calculated for individual assets with a value greater than \$10000. Depreciation will be calculated using the straight-line method. Useful lives will be determined according to the schedule provided by the Texas State Comptroller at <https://fm.xcpa.texas.gov/fmx/pubs/spaproc/appendices/appa/index.php> under Class Codes & AFR Codes. Depreciation will be calculated at the end of each fiscal year.

Acquisition

Fixed assets may be acquired by several methods including but not limited to:

- Purchase
- Lease-Purchasing
- Construction
- Tax Foreclosure
- Gifts

Please refer to the MPISD Purchasing Policies & Procedures manual for instructions on requisitioning and competitive procurement. For capitalization purposes and for compliance with GASB 34, the District has adopted a policy of recording all acquisitions with an individual cost of \$10,000 or greater in the accounting records. For control purposes, the district chooses to bar code and inventory items with a unit cost between \$500 and \$9,999 that are particularly susceptible to theft. These items shall have a tag affixed to the item for inventory tracking and insurance purposes only. Inventory items shall include computing devices within these costs. The district shall track these items for insurance purposes and shall conduct an annual inventory of these items to the extent possible.

If the unit cost of equipment and/or furniture is \$10,000 or more and the useful life criteria is estimated at more than one year, the purchase is considered an expenditure for general fixed assets, regardless of whether it is a replacement item or purchase of additional equipment. These items will be recorded in expenditure code 663X. Furthermore, if the nature and/or quantity of the item(s) allows economical control and if the one-year life criteria is met, even though the unit cost may be less than \$10,000 the expenditure may be recorded under expenditure code 6649. Purchase of items not meeting the controllability or useful life criteria are properly charged to current operating expenses as supplies and material, expenditure code 639X.

According to CFR 200.439, all purchases of capital outlay from federal program monies except for library books and media require specific approval from the Federal awarding agency or pass-through entity (TEA). Written approval will be obtained prior to any acquisition of capital assets costing more than \$10,000 from grant funds.

Inspection of new vehicles at time of delivery

Vehicles are inspected on arrival and completed documentation is required prior to scheduling routing and transporting of students by the district's transportation contractor, Durham School Services (Durham). Vehicles can be newly built vehicles or used vehicles that are purchased for the fleet. In service, documentation is filed in the vehicle folder for the life of the vehicle with the district. The Durham Service Manager is responsible for all delivery paperwork, vendor arrangements and ensuring readiness for all vehicles including license plates and required permits. New Vehicle Packets are removed at arrival and stored in vehicle folders or with the owner of the vehicle.

1. Receiving Newly Purchased Vehicles Procedure

- Newly purchased vehicles are inspected prior to leaving by conducting a DOT inspection.

- Newly purchased vehicles arrive by manufacturer/contractor driver.

- Bus Delivery Receipt checklist is completed by Durham representative and copies are made for the new vehicle file. If anything on the checklist is not correct, the vehicle is either returned by the delivering driver to the manufacturer or technicians from the manufacturer are assigned to come to the district to repair item/items in question.

- Vehicle is pulled into the inspection bay and the New Bus Inspection Form is then conducted.

- The New Bus Inspection Form is sent to Corporate and is implemented into the fleet of the district and assigned an asset number.

- New Buses that require additional harnesses or car seats for younger or special needs students will be installed before unit can transport children.

2. Receiving Used Vehicles Procedure

- Used vehicle will arrive at the district and Vehicle Delivery Acceptance Form will be completed and filed for vehicle/ asset by Durham Representative.

- Used vehicle will be pulled into the inspection bay and the In-Service Inspection Form is conducted and DOT inspection is performed or scheduled by date needed.

- Any Damage on used vehicles will be photographed for body or physical and mechanical issues will be placed on a follow up sheet from the in-service inspection form and fixed.

- The In-Service Inspection Form is sent to Corporate and is implemented into the fleet of the district and assigned an asset number.

-New Buses that require additional harnesses or car seats for younger or special needs students will be installed before unit can transport children.

3. Receiving Used Vehicles from within Durham

-Used vehicle will arrive at the district and Vehicle Delivery Acceptance Form will be completed and filed in asset folder by Durham Representative.

-Used vehicle will be pulled into the inspection bay and the In-Service Inspection Form is conducted and DOT inspection is performed or scheduled by date needed.

-Any Damage on used vehicles will be photographed for body or physical and mechanical issues will be placed on a follow up sheet from the in-service inspection form and fixed.

-New Buses that require additional harnesses or car seats for younger or special needs students will be installed before unit can transport children.

*All units at the district are required DOT yearly inspections as well as maintained by the maintenance schedule utilized by Durham. Any additional units required to have harnesses or car seats are held as spare units in case of emergency situations or break down to be utilized at any time.

Fixed Asset Classifications

Accounting for fixed assets requires the proper classification of individual assets within recommended asset classes. Appropriate associated cost and charges are capitalized with the asset within each class. The recommended classes for accounting and statement presentation purposes are:

- *Land* recorded asset cost should include, in addition to the price, such ancillary costs as legal and titles fees, surveying fees, (clearing, filling, and leveling) and demolition of unwanted structures.
- *Cost of building and improvements* include purchase price, contract price, professional fees of architects, attorneys, appraisers, financial advisors, etc.; damage claims; cost of fixtures attached to a building or other structures; construction insurance premiums, interest, and related cost incurred during the period of construction; and any other expenditures necessary to put a building or structure into its intended state of operation. For construction, purchase or major renovations of facilities, the expenditures will be separately identified in a 6629 account code.

- *Construction work in progress* represents a temporary capitalization of labor, materials, equipment, and overhead cost of a construction project. Upon completion such costs should be cleared, or moved by transfer, of the capitalized costs to one or more of the other classes of assets.
- *Furniture and equipment* should include the total purchase price, before any trade-in allowance, and minus any discounts. Other costs, which should be capitalized as equipment, include transportation charges, installation costs, or any other expenditure required to place the asset in its intended state of operation.

Accounting for costs related to fixed assets after their acquisition requires careful differentiation between maintenance expenditures, additions and betterment. Maintenance costs are those outlays, which are necessary to keep an asset in its *intended operating condition*, but which do not materially increase the value or physical properties of the asset. Maintenance costs should be charged to appropriate expenditure accounts (63XX or 62XX) and not capitalized as fixed assets.

In contrast, all additions and betterments to fixed assets should be capitalized at cost when acquired or when construction or installation is completed. An addition refers to a physical extension of some existing asset or the acquisition of an entirely new asset, which does not merely replace one of similar function and value. A betterment exists when a part of an existing asset is replaced by another and the replacement provides a *significant increase* in the life or value of the property.

Damages to fixed assets caused by tornadoes, wind and rainstorms, fire, theft, and vandalism should be recorded so as to reflect the difference between the cost of replacement or restoration and the insurance or other contributions or subsidies received as reimbursement therefore. Partial losses or damages that are replaced or repaired should be treated as an expense. The original value of such assets should be retained, unless additions or betterments are made in conjunction with the repairs.

Bar coding

After items such as those listed above have been obtained using an approved MPISD purchase order, additional procedures should be followed to ensure the items have been properly bar-coded and added to the District's inventory.

The Business Office & campus personnel will work together to ensure items are properly bar-coded. The Accounts Payable Coordinator will scan invoices for items that require bar coding. The Accounting Clerk will forward a packet containing the necessary forms and bar codes to the campus/department. In the event the CFO or Accounts Payable Coordinator overlooks items requiring barcodes, it is the responsibility of campus/department personnel to request barcodes and the proper paperwork from the Accounting Clerk. Campus/department personnel are responsible for completing the acquisition worksheet, affixing the bar code(s) and returning the paperwork to the Accounting Clerk for entry into the inventory system as soon as possible.

School age children have a propensity for playing with identification markings until they are illegible. The method and locations of barcodes should be placed with that propensity in mind.

The instructions and form included on the next two pages detail the information necessary to properly identify the asset in the District's records. Completed forms must be returned to the Accounting Clerk.

Instructions for Using the Fixed Asset Acquisition Worksheet

Requirements for the Fixed Asset Acquisition Worksheet detailing each field.

Please contact the Accounting Clerk for any questions with these instructions.

1. CAMPUS NO.-The assigned three-digit number.
2. ROOM NO.-The assigned barcode number found on the doorjamb at the entrance to a room.
3. DESCRIPTION-The description of an item detailing functionality and usage. Define the item with as much detail as possible, (i.e., computer, IBM compatible, w/monitor)
4. MANUFACTURER-The designer of the item. Indicate full name of the manufacturer. Do not use codes for this field, (i.e., IBM, DELL, etc.)
5. MODEL NO.-Model number found on the data plate (usually near the serial no.) Do not use names.
6. SERIAL NO.-The identification number. Omit spaces and dashes. Place a slash mark through all zeros. Be consistent, (i.e., 0 to distinguish from the letter O).
7. BARCODE NO.-The number barcode affixed to an asset. Numeric field only. (e.g., 4321.)
8. ACTUAL COST-The cost defined by the invoice. Use total amount including cents.
9. PURCHASE DATE-The date the asset was acquired. Use format: mm/dd/yy, (i.e., 5/21/24.)
10. CHECK NO.-The number identifying the check used for an asset's purchase. Include the entire number of the check if available.
11. P.O. NO.-The purchase number assigned for the particular purchase of an item. Include entire number.
12. INVOICE NO.-The vendor's invoice number for the asset. Include entire number.
13. FUNDING CODE-The number used to define which fund was used to purchase the fixed asset. Include the entire number, or if using partial number be consistent when selecting only part of the funding code number, (i.e., 19951110311 66490000.)
14. IP ADDRESS – (computers only) The IP address assigned by the technology department.
15. AWARD NUMBER-Applies to State & Federal grant acquisitions only
16. WARRANTY CARD-If a warranty card has been included in the packaging of the item, the card must be completed and returned to the Accounts Payable Coordinator. Check this box if there is a warranty card to be completed and returned.
17. PERSON ASSIGNED TO-If the item is a moveable technology item such as IPADs, laptop, digital cameras, etc., include the name of the person the asset is assigned to.

FIXED ASSET ACQUISITION WORKSHEET

Campus No. _____ Room No./Name _____

Description: _____

Manufacturer: _____ Model: _____

Serial No. _____ Barcode No. _____

Actual Cost _____ Purchase Date _____

Check No. _____ PO No. _____ Invoice No. _____

Funding Code _____ IP Address _____

Award Number (Grants) _____ Warranty _____

Person Assigned To _____

Mt. Pleasant Independent School District
2230 North Edwards
Mt. Pleasant, TX 75455
(903)575-2000
FAX (903)575-2014

Disposals or Retirement of Fixed Assets (CI Local)

Retirement of fixed assets, because of sale, scrapping or changes to capitalization policies, should require certain approvals to guard against the disposal of equipment, which could be used by other departments, and to guard against an illegal unauthorized disposition.

The appropriate principal/department head shall identify specific equipment or property to be considered for disposal. Upon approval of the Superintendent or his designated representative, the asset may be reassigned to another location in the District, sold, traded in, or completely disposed of, whichever is determined to be in the best interest of the District (CI Local). Sales of District assets may be through public auction or by bid. Assets disposed of by sale at auction will be itemized in a full report of the auction results and the related fixed assets disposed of in the subsidiary ledger. Assets disposed of by bid will be approved by the Board of Trustees.

Barcodes are to be removed from asset(s) and forwarded to the Accounting Clerk with the approving signature of the Principal or Department Head and the reason for the disposal.

No employee shall remove surplus or obsolete assets for personal use. Removal of assets or inventory without written authorization shall constitute theft of property. The employee shall be subject to disciplinary action, up to and including termination of employment.

Transfer

If it is determined that an asset should be reassigned to another campus/room/department within the district, information regarding the transfer must be completed and returned to the Accounting Clerk. An example of information needed to complete the transfer can be found on page 16.

Grants

The district shall safeguard all property (assets and inventory) purchased with federal grant funds under the same guidelines as property purchased with local funds. Additional insurance for property purchased with federal grant funds shall be acquired if specifically required by a federal grant award. The Employee Benefits/Risk Manager shall oversee the acquisition of insurance for all federally funded property.

Real Property

The district has purchased real property with federal grants funds, as allowable under prior grant covenants. The subsequent disposition of the real property shall be in accordance with the federal guidelines as outlined in CFR 200.311. The Grants Manager shall be responsible for completing a granting agency or pass-through entity (TEA) survey of federally-funded real property. Facilities acquired with Head Start grant funds may not be mortgaged or used as collateral, or sold or otherwise transferred to another party, without the written permission of the responsible Department of Health & Human Services (HHS) official. As well, use of a Head Start funded facility for other than the purpose for which the facility was funded, without the express written approval of the responsible HHS official, is prohibited. It is the responsibility of the Grants Manager to obtain written permission and/or approval.

Equipment

The district shall use federal grant funds to purchase equipment. The district shall not use federal grant funds to purchase intangible property. The federally funded equipment shall be used only for the authorized purposes and may be disposed of, at the end of the useful life or end of the grant period, in accordance with the grant award guidelines. The district shall not use the federally funded equipment to generate program income. The federally-funded equipment shall be used only for the authorized purposes. Maintenance on equipment may be paid from the grant as long as the equipment is being used for authorized purposes. Any residual (unused) equipment, in excess of \$5,000 in total aggregate value, at the end of the grant program or project may be used for any other federal grant program. Otherwise, the equipment shall be retained by the district or sold (with prior written approval) but must reimburse the granting agency for the district use or sale of the equipment. Sales proceeds will be credited to the appropriate grant. If retained by the District, the District must 'purchase' for use in non-grant program activities and transfer the market value to the appropriate grant fund.

Capitalization Policy and Definitions

The district shall utilize the same capitalization policy for non-grant and grant-funded asset purchases. The district's capitalization threshold for assets is \$10,000 per unit cost. The district has adopted the EDGAR (CFR 1108.75) definitions of property as noted below:

- *Capital assets* means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. (CFR 1108.75).
- *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost

- which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$10,000. (CFR 200.1)
- *Computing devices* means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. (CFR 200.1)
 - *General-purpose equipment* means equipment, which is not limited to research, medical, scientific or other technical activities.
 - Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
 - *Information technology systems* means computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. (CFR 200.1)
 - *Special purpose equipment* means equipment, which is used only for research, medical, scientific, or other technical activities.
 - Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.
 - *Supplies* means all tangible personal property other than those described in §200.1 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$10,000, regardless of the length of its useful life. (CFR 200.1)

Acquisition Cost

The district shall utilize the EDGAR definition of acquisition cost as noted below:

- *Acquisition cost* means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.(CFR 200.1)

The district shall utilize the invoice cost, an all related costs, to record the cost of the equipment on the fixed asset database.

The district has also defined “inventory items” as items with a unit cost between \$500 and \$9,999 and particularly susceptible to theft. These items shall have a tag affixed to the item for inventory tracking and insurance purposes only. Inventory items shall include computing devices within these costs. The district shall track these items for insurance purposes and shall conduct an annual inventory of these items to the extent possible.

Identifying and Tracking Federally Funded Assets

Title to federally funded equipment and supply purchases shall be retained by the district, unless otherwise notified by the granting agency. As district property, the district shall affix a tag, inventory, and dispose of all assets (non-grant and grant-funded) according to the district’s fixed asset procedures. The district procedures shall include the recording of all assets on a database with the following information:

- 1) District-issued tag (or identification number)
- 2) Date of acquisition
- 3) Description of asset
- 4) Serial number, or other identifying number
- 5) Funding source, i.e., fund code
- 6) Federal use of asset (percentage)
- 7) Cost of asset (acquisition cost)
- 8) Use and condition of the asset (New, Used, etc.)
- 9) Life of asset
- 10) Location of asset (building and room number)
- 11) Depreciation of asset, if applicable
- 12) Owner of asset title, typically the district

Maintaining Asset Inventory & Records

All federally funded assets shall be maintained in an operable state. If repairs are necessary, the district may pay for the repairs of the federally funded assets with federal grant funds, unless expressly restricted by the granting agency.

The district fixed asset procedures shall include an annual inventory (or more frequently if required by a granting agency) of all assets and reconciliation of the inventory reports. [Note. Federal requirements CFR 200.313 requires an inventory at least once every 2 years.] The district’s annual inventory of assets shall be conducted by February each fiscal year. Lost, damaged, or stolen assets shall be recorded on the fixed assets database

with the date of the loss. The disposition records such as the loss report (police report for thefts) shall be maintained with the asset records.

In addition, the district shall track all grant-funded asset purchases by grant, or fund code, as appropriate. The disposal of grant-funded assets shall be in accordance with federal guidelines and grant-specific guidelines, if any. In the absence of guidance from the grant administration, disposal will be in accordance with Board Policy CI Local. At a minimum, the disposition date, reason and sale price of all federally funded assets shall be recorded in the fixed assets database.

During the life of the asset, the district shall ensure that all assets purchased with federal grant funds are insured against loss. The costs to insure and maintain (repair) assets purchased with federal grant funds are generally allowable costs, unless specifically prohibited by a granting agency.

The Accounting Clerk shall be responsible for maintaining the fixed asset database of all district assets, including all federally funded assets.

Instructions for a Fixed Asset Transfer

Please provide the Accounting Clerk with the following information, as applicable, to initiate a Fixed Asset Transfer.

1. CAMPUS NO. – The assigned three-digit number. No alpha codes can be accepted.
2. ROOM NO. - The assigned bar code number found on the doorjamb at the entrance to a room. If not available, use actual room number or description, (ed., Classroom 2, Superintendent's office, etc.)
3. DESCRIPTION- The description of an item detailing functionality and usage. Define the item with as much detail as possible, (i.e., computer, IBM compatible, w/monitor.)
4. MANUFACTURER- The designer of the item. Indicate full name of the manufacturer. Do not use codes for this field. (i.e., IBM, DELL, etc.)
5. MODEL NO- Model number found on the data plate (usually near the serial no.) Do not use names.
6. SERIAL NO- The identification number. Omit spaces and dashes. Place a slash mark through all zeros. Be consistent, (i.e., 0 to distinguish from the letter O).
7. BARCODE NO- The number barcode affixed to an asset. Numeric field only. (e.g., 4321.)
8. TRANSFERRED TO CAMPUS /ROOM: Indicate the campus and/or room number the asset was transferred to.
9. PERSON ASSIGNED TO-If the item is a moveable technology item such as IPADs, laptop, digital cameras, etc., include the name of the person the asset is assigned to.
10. TRANSFER DATE- Use format mm/dd/yy, (i.e., 5/21/24.)
11. REASON: Describe reason for the transfer.
12. SIGNATURE OF RECEIVING CAMPUS/ROOM/DEPT: In order to verify that the transfer has taken place, the person receiving the asset at its new location must sign attesting to their receipt of the item.

SAMPLE FIXED ASSET TRANSFER WORKSHEET

CAMPUS NO. _____ ROOM NO. / NAME _____

DESCRIPTION _____

MANUFACTURER _____ MODEL _____

SERIAL NO. _____ BARCODE NO. _____

TRANSFERRED TO CAMPUS: _____ ROOM NO. /NAME _____

Person Assigned To _____

TRANSFER DATE _____

REASON: _____

SIGNATURE OF RECEIVING
CAMPUS/ROOM.DEPT: _____

Disposal

If it is determined that an asset should be disposed of either by trade-in, sale or complete disposal, an asset disposal information must be completed and returned to the Accounting Clerk. The asset can then be removed from the District's inventory. Instructions and copies of a sample disposal worksheets are included on the next 2 pages.

1. Trade –In:

If it is determined that a school asset should be traded in, the principal/department head will submit on a requisition through regular channels the request for replacement equipment (see MPISD Purchasing Policies and Procedures manual). Under the items being requisitioned, list the item(s) to be traded in. Also, attach the fixed asset disposal information containing the removed barcode on the trade-in equipment so that the item can be removed from inventory.

2. Sales

If it is determined that a school asset should be sold, said equipment may be sold through public auction, bid or, in some isolated instances, by the discretion of the Superintendent or his designee. The Board of Trustees shall award bids. Members of the Board, employees of the District and members of their immediate family can purchase items at their fair market value according to legal opinion. Upon the sale and receipt of funds for the items, fixed asset disposal information must be returned with the un-affixed barcodes to the Accounting Clerk in order to remove the item from inventory.

3. Disposals/Retirements

If it is determined that an asset should be completely disposed of, the principal/dept. head will submit fixed asset disposal information and a request signed by the principal/dept. head to the Accounting Clerk. Disposal items must be clearly marked with the reason for disposal before placing the items in the garbage. For example, an unrepairable item should be marked "BROKEN, UNREPAIRABLE".

Instructions for a Fixed Asset Disposal

Please provide the Accounting Clerk with the following information, as applicable, to initiate a Fixed Asset Disposal.

1. **CAMPUS NO.** – The assigned three-digit number. No alpha codes can be accepted.
2. **ROOM NO.** - The assigned bar code number found on the doorjamb at the entrance to a room. If not available, use actual room number or description, (ed., Classroom 2, Superintendent's office, etc.)
3. **DESCRIPTION-** The description of an item detailing functionality and usage. Define the item with as much detail as possible, (i.e., computer, IBM compatible, w/monitor.)
4. **MANUFACTURER-** The designer of the item. Indicate full name of the manufacturer. Do not use codes for this field. (i.e., IBM, DELL, etc.)
5. **MODEL NO-** Model number found on the data plate (usually near the serial no.) Do not use names.
6. **SERIAL NO-** The identification number. Omit spaces and dashes. Place a slash mark through all zeros. Be consistent, i.e., 0 to distinguish from the letter O...
7. **BARCODE NO-** The number barcode affixed to an asset. Numeric field only. (eg. 4321.)
8. **DISPOSAL REVENUE** – The revenue incurred from the sale of the item (if applicable).
9. **DISPOSTION** – Sold, stolen, auctioned, recycled, etc. An entry in this field will result in the item being removed from the active inventory.
10. **DISPOSAL DATE** – Use format mm/dd/yy, (i.e., 5/21/23.)
11. **SUPERVISOR SIGNATURE** – Principal/department head authorizing disposal of the asset must sign.

SAMPLE FIXED ASSET DISPOSAL WORKSHEET

Campus No. _____ Room No. /Name _____

Description: _____

Manufacturer: _____ Model: _____

Serial No. _____ Barcode No. _____

Disposal Revenue: _____ Disposition _____

Disposal Date: _____

Supervisor Signature _____

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