CLAY COUNTY SCHOOL BOARD

BUSINESS AFFAIRS DIVISION

PROPERTY CONTROL DEPARTMENT

PROPERTY MANAGEMENT SYSTEM

MANUAL

2008

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INTRODUCTION

The purpose of this manual is to enable an individual to become familiar with the Property Management System. This system is used to maintain control and accountability of all tangible property acquired by the School District of Clay County.

The system is regulated by Federal, State, and Local Government regulations as well as Administrative Policies.

The Federal Government through the Education Department of General Administrative Regulations (EDGAR) prescribes uniform standards governing the utilization and disposition of property furnished by the Federal Government or acquired in whole or part with Federal funds by State and Local Governments. These rules can be found in EDGAR Part 80 Subpart C Section 80.32 or the Federal government's on-line web site "**ed.gov**".

The Florida Statutes Chapter 274, Tangible Personal Property owned by Local Government, is a law regulating the acquisition, accountability, disposition, and recording of tangible personal property acquired by the School District of Clay County. The State's Chief Financial Officer and the Auditor General of the State of Florida Chapter 10.400 Rules and Regulations expounds upon the law.

The School District of Clay County Administrative Policies Relative to Property Management is stated in Section 5.03 Subparagraph C, of School Board Policies.

We appreciate your cooperation and welcome any suggestions to improve the system. If you have any questions regarding the system, contact the Property Control Office at one of the following numbers:

Orange Park, 272-8100, Ext. 5900607/5900906

Green Cove Springs, 284-6500, Ext. 5900607/5900906

Keystone Heights, 473-2011, Ext. 5900607/5900906

NO PROPERTY GOVERNED BY THIS MANUAL CAN BE DISPOSED OF, TRADED- IN OR CANNIBALIZED WITHOUT PRIOR APPROVAL FROM THE SCHOOL BOARD.

I. **Overview**:

The Property Management System as designed has been placed into operation for all cost centers. The system will be implemented in new cost centers as they are opened. This system is composed of a centralized computer database maintained at the District Office by the Coordinator of Property Control, with individual cost center property mangers who manage their respective cost center inventories. Using data input from purchase orders, vandalism/theft reports, on-site survey forms, and school inventory procedures this system will compile data relating to the acquisition, accountability, and disposition of tangible property acquired by the School District of Clay County. These property records are to be maintained in accordance with Federal, State, and Local laws. The Property Management System will track all tangible property with a value of **$750.00** or more.

Property removed from an assigned cost center is adjusted on the Districts' centralized database according to its disposition/value by the District Property Office. The Districts' centralized database is supported by the information listed on submitted vandalism/theft reports, on-site survey forms, or property movement request made through electronic e-mail. A monthly deletion report is compiled from these forms and sent to the District School Board with a request for authorization to delete the listed property as follows: surplus/sale property, missing property, stolen property, junk, and trade-in. Usable/reissue property is also taken from these forms and placed in the re-issue warehouse for future placement.

All records in the district property control office are based on property identified with a School District of Clay County (SDCC) or the older Clay County School Board (CCSB) and School Board of Clay County (SBCC) metallic tag number affixed to the asset. Metal tags are applied to all Computers/Equipment/Furniture item(s) purchased with an object code in the budget line reflecting the following: object code 643/641/648 valued **$750.00** and over. A special blue in color, soft adhesive tag will be issued for Audio Visual Material/Software item(s) bought with object code: 621/691 valued at **$750.00** and over.

An annual property inventory will be conducted by each cost center using an inventory report supplied by the district property office. Upon completion of the annual inventory the report will be submitted to the district property control office. A reconciliation and follow-up audit by district property control will be completed and a letter forwarded to the Principal of each cost center. This letter will, provide data both positive and negative on what was found during the audit conducted by the Property Control Coordinator.

 In the event of a Principal change, an inventory will be conducted upon request. If a request is not made by the new Principal, he or she is assuming responsibility for an accurate inventory for that school.

II. **THE COST CENTERS INTERNAL PROPERTY CONTROL SYSTEM**

Each cost center must have an assigned individual (Assistant Principal, Department Head or Administrative Designee) assigned as the Property Manager with the responsibility to the Principal or Director for administration and maintenance of the property control inventory for their assigned cost center.

The Property Manager will manage the control and supervision of tangible property from acquisition through transfer and or disposal at their assigned cost center. This person will be designated as the contact person for the district property coordinator on matters relating to property and inventory upkeep for their assigned cost center. The Property Manager should be given the necessary authority for administering procedures to insure compliance on the part of cost center personnel and have the authority to make and enforce procedures for that perspective cost center.

It is essential that the property manager be notified of all property entering or leaving the cost center for any purpose including movement of any tagged property within the confines of the cost center. Property movement within the school must be reported to the property manager as soon as possible in order to update the inventory record for effective property control.

The Property Manager is responsible for maintaining the following:

a. Upon receipt of any new Computer/Equipment/Furniture bought with an (object 0643/0641/0648) or capitalized A.V. Materials/Software (Object 0621/0691) open, inspect, assign property number, **establish new property record in the district data base, and record property number, Building/Room #'s on green copy of purchase order (P.O.). Forward this P.O. to Accounts Payable for processing with a copy to Property Control.**

b. Request for transfers, temporary loans, trade-in, and repair/receipt of all tagged property assigned to the cost center including computers and peripheral equipment.

c. Request for on-site surveying of all tagged property and any School Board property that is considered excess, junk or available for re-issue using form (PRO-3410).

d. Reporting all thefts and vandalism to the district office using the vandalism/theft reporting form (PRO-2-3422). The requisitioning of replacement for stolen/destroyed items after school board approved deletion.

e. Control of the active inventory for their respective cost center, conduct annual property inventory accounting for 100% of all items valued $750.00 and more. **Establish internal cost center controls for items valued less than $750.00.** Property Managers will perform administrative maintenance as necessary to maintain correct inventory data for the cost center.

f. Participate in an annual inventory audit conducted by the coordinator of property control, as scheduled, respond to a post-audit report and reconciles all "missing items" from the property inventory and audit.

g. Property Managers will maintain a number (usually 50) of sequenced property tags assigned to their cost center for tagging items received by their cost centers.   More tags are also available through the property control office when requested.

h. <u>Each cost center Property Manager is required to undergo initial TERMS training for property manager data entry. This training is required prior to having access to the property data base. This training can be scheduled at anytime by contacting the district property office.</u>

k. Check-in/out equipment as needed for educational reasons utilizing equipment check-out procedures and form (**PRO-3418**) including all laptops assigned to personnel home based at each respective cost center (i.e. ESE specialist).

III. DETAILED INSTRUCTIONS AND PROCEDURES FOR PROPERTY CONTROL MANAGERS

1. **<u>Acquisitions</u>**:
a. The records of property control consist of files and data processing reports reflecting all required and optional data on property acquired by the school district. Procedures have been established that enable the district property control staff to maintain these records on a daily basis. The initial data that makes up the property record on the TERMS M204 screen is either entered into the data base by the district property office or the actual cost center that received the items. The following paragraphs summarize these procedures, identifying the proper forms, and gives instruction as to their use.

b. Acquisitions: All property purchased must follow the purchasing procedures established by the accounts payable division. All items with a value of $750.00 or more and assigned the following object codes on the budget line must be assigned a property number (tag): 0621 (A.V. Materials), 0641 (Equipment), 0648 (Furniture), 0651 (School Buses), 0652 (Motor Vehicles), 0643 (Computers) and 0691 (Software). Items that require tagging must be assigned a property number within three (3) working days of receipt of said property.

c. <u>Upon receipt of the ordered items the receiving copy (green) should be signed by the designated person and the property manager should write the property number(s) assigned to the ordered items, along with all the pertinent information, (e.g. serial number, model number, etc) on the body of the purchase order (green copy). The purchase order is then sent to accounts payable division for processing with a copy to property control.</u>

d. Cost centers with items bought through internal purchases that meet the acquisition requirements stated in paragraph 1b (above) will require tagging and the property manager must submit a copy of the internal purchase order, check number and bill of lading (receipt) to property control.

e. District entities that buy items covered by this manual and are having them drop shipped to another cost center must notify that cost center (either by e-mail or snail mail) with a copy of the purchase order (or PO number), showing the quantity of items to be received, what the items are and vendor name.

2. **<u>Other acquisitions</u>**:
These are items procured through alternate channels that normally are not acquired through School District Offices. Property under this category includes donations, gifts, grants, internal account purchases, PFA, soup labels, etc. Prior to any data entry into TERMS concerning donated property, or picked-up on inventory contact the District Property Office for guidance.

Note: The School Board of Clay County by law is not authorized to give a tax write-off with a monetary value affixed to individuals or organizations for donations; however, the cost center's administrative staff manager may elect to write a letter of acknowledgment and appreciation for the donated item(s), listing items by description, model, and serial number (Example, See appendix A page 19).

a. The district property control office will evaluate each item to determine whether or not it needs to be assigned a property number and picked up on the master inventory. Under no circumstance should you input this item into the database without first contacting the property control office. Property control will coordinate and research any item prior to inputting this data element.

3. **Tagging Procedures**:
There are two types of tags associated with property control. One tag is a hard metal silver tag with an adhesive backing attached. This tag is used for tagging all items except software and audio-visual items (item can be identified by its object code in the budget line). These object codes are as follows: 0641 (equipment), 0643 (computers and peripherals), and 0648 (furniture). The other tag type is a soft metallic tag with a blue background and silver lettering. This tag is used exclusively for tagging software and audio-visual equipment. The items can be identified as 0691 (software), and 0621 (audio-visual) in the budget line.

a. Affix the property tag in a logical or visible place on the item being tagged, then using indelible marker annotate the property number assigned, write in a visible or prominent place on the item in letters large enough to be seen the letters **SDCC** and the tag number.

b. If the software item is installed inside another unit (i.e. server), a library card/pocket or notebook with software tag affixed will be attached to the side or laid beside the unit for reference/audit purposes. The library card will also list pertinent information about the software.

c. Make a copy of the purchase order and write the **SDCC** number(s) assigned to each item with a value in excess of $750.00 dollars along with all other pertinent information, (e.g., serial number, model number, building/room #'s etc.), on the body of the copied or original purchase order. The purchase order is then sent to accounts payable for processing in a timely manner with a copy going to property control. Do not delay forwarding the original purchase order (green) to accounts payable.

d. All items ($750.00 or above) designated for use by a private or parochial school shall be tagged by the school district prior to delivery of that item to the school.

4. **Transfers Procedures**:
All requests for property transfers should be conducted through the district property office by e-mail or on-site survey form (**PRO-3410**) with ample time for property control to coordinate the request (normally 5-7 working days). There are times when emergency requirements facilitate using other means than the district property office (i.e. special needs equipment for a student) but always communicate these special needs via phone and follow-up with e-mail. All transactions must have a paper trail. **If no paperwork trail exists for a missing item, then the last known cost center in the data base will be held accountable.**

 a. When the property control warehouseman has completed the move he/she will ensure that a signed copy of the move request is completed. This request will be kept on file in the district property office. The transfer is then completed when property control receives proof that the item was moved by the property control warehouseman/driver (usually a signature will suffice). The property coordinator will then adjust the TERMS database to reflect the move.

b. When the property control warehouseman/driver is not utilized a follow-up e-mail will be sent to the receiving property manager from property control to confirm the transaction and allow the new property manager time to verify the SDCC number and update the TERMS database with a location within their cost center.

5. **Temporary Loans**:
a. Temporary loans between two (2) cost centers involving property that is covered by this manual should be conducted in the same manner a normal transfer is handled for any long term loans (in excess of 30 days). Items that are loaned on a short term basis (less than 30 days) an e-mail from the cost center property mangers to the property control office will suffice. The property office will make arrangement for pick-up and delivery of the item.

b. Loaning of School Board property to outside groups or individuals is not normally allowed. Any exceptions are handled on case by case basis with the Principal assigned and the District Superintendent of Schools with info to property control. This is an Administrative Policy and applies throughout the school year.

c. Exception: Computer/Software Take-Home Policy Student Assistive Technology, Title-I, Check-Out Agreement (PRO-1-3417) See Appendix-A).

6. **Check-out procedures for equipment to Staff and Students**:
Any equipment that has a property number assigned must be accounted for at all times. This includes equipment that is removed from any cost center's campus. Equipment that is to be used by students and faculty at home or on assignment (i.e. conference) must be formally checked-out utilizing form (**PRO-1-3418) equipment Check-out Agreement** in triplicate**.** It is the responsibility of the property manager at their respective cost center to ensure this policy is in effect. Upon completion of assignment the equipment should be returned to the Property Manager for acknowledgement. All

equipment must be returned by the end of the school calendar year (May/June) and accounted for by the Property Manager.

7. **Trade-Ins**:

The Principal or property manager should submit a memorandum to the property control coordinator with all pertinent information relative to the agreement between the cost center and vendor (see example appendix A page 20). The memorandum should be on letterhead and will contain the following information on the equipment to be traded-in:

       1. Description of the item
       2. Property number
       3. Serial number
       4. Acquisition cost
       5. Acquisition date
       6. Allowance of trade-in
       7. Reason or explanation for equipment to be traded

The memorandum should also contain the following information on the equipment to be purchased:

       1. Description of the item
       2. Vendor
       3. Cost of the new equipment
       4. Method of payment,

When the property control office receives this request it will be submitted as a deletion request with a notation of trade-in to the School Board at its next regular meeting.

8. **Inventory/Audit procedures**:

Updated inventories are issued out to the school (cost centers) in late July (October for District Offices) by the district property control office. These inventories are broken down for the entire cost center on room by room with a page break for inventory purposes.

a. Property Managers will conduct an inventory accounting for 100% of all the assets listed on the cost centers inventory annotating any disparities on the inventory pages. The inventory **should not take more than 30 days.** If more time is needed, immediately notify property control and request an extension.

b. Any information needing updating should be noted, reconciled and completed at this time. Property Managers should be updating their cost center databases in TERMS with correct building and room assignments for each item.

c. Upon completion of the inventory with all the necessary changes completed in the database the original copy of the inventory is signed, dated and returned to the property control office.

d. Two (2) forms are included with the returned inventory: one Items Missing form and one Add/Research to inventory form. All the forms need to be signed by the principal and returned along with the signed copy of the property inventory when complete.

e. The cost center Property Manager will then update the TERMS data base with the latest findings of equipment locations. Once that is complete then request a clean copy of their revised inventory from the district property control office. When received the Property Manager must post sign and date the corresponding inventory listing for that room. Any changes from the posting for the rest of the school year shall be annotated with a pen, dated and signed on the respective inventory sheets affected.

f. The annual property inventory audit will be conducted by the District Property Coordinator with assistance from the cost center Property Manager. The audit dates are posted in the yearly district master school calendar.

g. A post property inventory audit will be sent to each cost center after the audit completion. Any discrepancies will be noted, and any missing items identified must be found.

h. After a through search any tagged property items that cannot be found by April of that school year must be declared as "missing" and a letter addressed to the School Board Clay County (SBCC) via Superintendent of Schools (info to property control) must be sent.

i. When all location attempts have failed to turn up the missing items then Property Control will go through final cost center reconciliation, conduct necessary maintenance to update the database and the missing items will be submitted for school board approval/deletion.

k. Private/Parochial schools with assigned district equipment governed by this manual shall have a 100% inventory of said equipment conducted yearly by the District Coordinator of Property with assistance from the district organization that had the equipment assigned for use by the students at that particular school.

9. **Reporting of Vandalized and Stolen Property**:
Adhere to Administrative memo SD-BA-06-013 when reporting Vandalism/Theft/Other Loss. A vandalism report form #PRO-2-3422 must be submitted to report vandalism/stolen and/or other loss of property. A police report # and case number should be attached. **DO NOT** hold-up submitting the report due to lack of a police report. Ensure the police report number is on the report and submit it in a timely fashion (three working days). The district property coordinator is authorized to act as the school district liaison on matters pertaining to school district property that is being held by the court system and also in gathering necessary police reports.

a. When the vandalism report is received at the district property office will in turn make necessary adjustment(s) to the cost center's records based on information provided,

coordinate with the local police department concerning return of evidence and report any stolen property that is not recovered to the school board.

b. Reimbursement for stolen property is not automatic. The affected cost center must follow the guidelines as referenced in Administrative Memo SD-BA-06-013 in order to replace or receive compensation for vandalized/stolen items.

c. Any personal items stolen (i.e. teacher personal laptop, refrigerator, vending machines) will not be included in any reimbursement, court case or restitution requested by the School District from the court system. These items by law must be referred to the court system by the owner of such property.

Note: The Vandalism/Theft Report should NOT be used to report property assumed stolen as revealed by a property inventory check. This property should be reported in a letter headed "MISSING" and attached to the annual completed inventory. This is then forwarded to the Property Control Office for processing.

10. **Disposition of Non-Inventoried Items**-
Property Not Purchased with Funds 621/641/648/651/652/691 (i. e Built-in Equipment and Fixtures in Food Services.)

a. The principal or central administrator at each cost center should submit a letter to the superintendent requesting disposition of non-inventoried items, and approval to agenda this request at the next school board meeting. Upon the superintendent's approval, it will be the responsibility of the principal or central administrator to place their item on the agenda for the next regular school board meeting. This letter must contain all pertinent information relative to the disposition of the equipment with copies to the affected department heads and to the purchasing department. The letter should include the following information:

    1. Description of the item
    2. Serial Number (if applicable)
    3. Purchase Order (if applicable)
    4. Acquisition cost
    5. Acquisition
    6. Date of Disposition
    7. Recommendations (Junk, Sale, Donation)
    8. Detailed Reason/Explanation for Disposition Classification
    9. Principal's Signature and Date

b. Upon school board approval, the losing cost center will assume responsibility for disposition of the non-inventoried item(s). The disposition will be conducted at the requesting cost center's site. Should assistance be required, the property control staff will be available in an advisory capacity.

11. **Requesting pick-up of surplus furniture and equipment from the cost center:**

District property control has the ability to pick-up and drop-off furniture, it also maintains three (3) warehouses (limited in size) for the purpose of storing and staging furniture for re-use, or sale.

a. In order for property control to schedule a pick-up all cost centers must submit an on-site survey form (**PRO-3410**) to district property control via courier service.

b. Items for pick-up should be staged in a logical place that affords some security and positive control for the item.

c. The property coordinator will coordinate required pick-ups in order to make best utilization of available assets.

d. If the item is in good condition it will be made available for re-issue, items that are deeded beyond economical repair or have resale value will be disposed of in accordance with applicable instructions and laws governing property.

e. Furniture repairs such as replacement of student desk tops can be requested from the maintenance department using their work order request screen on TERMS. The best utilization of this is to request repair of a quantity of student desks on a single request (i.e. 20 desks need repair). Please do not hesitate to contact this office for any questions or guidance in this area. This process keeps the repair and replacement cost down while providing a quick service repair keeping the asset at your cost center.

Note: Any property tracked in the TERMS database cannot be cannibalized for parts for any reason without prior school board approval for deletion.

12**. Needs Assessment requirements:**
 Once a year usually in the January/February timeline school and district administrators collaborate on next years school requirements based on projected student population (growth assessment). It is at this meeting that a number of issues are discussed, any new program start-ups, movement of programs from one school to another, and initial portable building movement. Armed with this information and an assessment by the property manager of school furniture conditions (i.e. broken, antiquated and worn out) requiring replacement an assessment is reached for that cost center.   The following steps are taken:

a. District property control office will issue out to all cost centers a needs assessment package during early January (coincides with Superintendent/Principal meeting on growth assessment for next school year).

b. This package will come with a cover sheet and direction explaining how to fill out the forms. It is divided into two parts new furniture and replacement furniture.

c. Justification is the key word when requesting any furniture on needs assessment. Any new program or growth requiring additional furniture should be stated in a memo to property control (i.e. student population growth, increase in Administrators, teachers) any replacement of furniture should can be justified with a copy of the on-site survey request

showing that the furniture was removed. In cases where furniture can only be replaced after school has let out a completed on-site survey request should be submitted along with you needs assessment forms, with **"<u>SUMMER PICK-UP</u>"** written across the top.

d. Once all cost centers submit their requests property control will coordinate with each property manager to assess their top priorities on needs assessment. Property control will determine what is available for re-issue and what needs to be added to the new purchase buy for the next school year.

e. Every attempt will be made by property control to ensure all requested furniture on needs assessment is delivered during the summer before the start of the new school year.

APPENDIX

"A"

"FORMS and SAMPLE LETTERS"

SCHOOL DISTRICT OF CLAY COUNTY
REQUEST FOR ON-SITE SURVEY

FROM: _____ _____ **OVER $750.00** _____ **UNDER $750.00**
        (COST CENTER/SCHOOL)

TO: COORDINATOR OF PROPERTY CONTROL, DISTRICT OFFICE
I have verified all computers have been prepared for pick-up in accordance with applicable School Board directives**.**

The equipment/furniture is located in Bldg/Room _____/_____ and is ready for pick-up.

_____   _____
(Cost Center Property Manager's Signature)   **(Date)**

PROPERTY NUMBER (If applicable)	SERIAL NUMBER	ITEM DESCRIPTION	UNITS	UNIT PRICE	DISPOSAL		
					REISSUE	SALE	JUNK

INSTRUCTIONS**: Form will be** completed **and** signed **by the Cost Center Property Manager. The white and yellow copies of the form will then be forwarded to the Coordinator of Property Control, who will acknowledge receipt of the form and arrange for the date of survey.** **NOTE: NO ITEMS OTHER THAN THOSE LISTED ON THIS FORM WILL BE SURVEYED OR REMOVED - COMPLETE ALL COLUMNS   - SEPARATE ITEMS OVER AND UNDER $750.00.

_____
(THIS SECTION TO BE COMPLETED BY THE DISTRICT PROPERTY COORDINATOR)

Above listed equipment/furniture has been surveyed and disposal is directed as indicated.

_____   _____
(District Property Coordinator's Signature)   **(Date)**
_____
(THIS SECTION TO BE COMPLETED AT TIME OF SURVEY)

VERIFIED PICKUP: _____   **PICKED UP ON:** _____
(Cost Center Property Manager's Signature)   **(Date)**

Original: Property Control   Copy 1: Property Control   Copy 2: Property Manager

PRO-1-3410 E 02/14/2010

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SCHOOL DISTRICT OF CLAY COUNTY
PROPERTY VANDALISM / THEFT / OTHER LOSS REPORT

GENERAL INFORMATION
(Answer ALL Questions)

1. School/Department: _____

2. Date of incident: _____ Time of incident: _____

3. Was entry made into any part of the building? _____Yes   _____No   Forced Entry? _____Yes   _____No ___Undetermined

4. Was Police Dept. called? _____Yes   _____No (if so, see attached Police Rpt. CR#_____)

5. Name of Investigator: _____

6. Custodial hours needed to clean up? _____   Cost? _____ (include both day and overtime hours)

7. Was maintenance called? __Yes   __No   Hours worked? _____ Cost? _____ (include both day & overtime hours)

8. _____Vandalism _____Theft _____Other Loss or Damage

9. SPECIFIC DETAILS OF LOSS, DAMAGE, THEFT OR VANDALISM (Where, What, How, Cost): _____

    _____

10. Disposition: Notify Principal where student is enrolled in order for the home school to act on Code of Conduct. If student has withdrawn, act on Code when student tries to re-enter the Clay County School System.

    _____Student Arrested   _____Student Suspended   _____Financial Reimbursement   _____Local School Discipline   _____Other

    Explain Other:_____

11. School Board Recommendation: _____Final Review   _____Work Hours   _____Recommend For Expulsion   _____Other

12. Remarks Concerning Disposition:_____
13.

	MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED							
CCSB NUMBER	ITEM DESCRIPTION	UNITS	SERIAL # & MODEL	(check one)			Purchase Year	Purchase Price
				Stolen	Destroy	Damage		

_____   _____   _____
     Person Preparing Report   Principal/Director's Signature   Date

****
BUS / VEHICLE ACCIDENT / VANDALISM REPORT

School Bus / Vehicle No._____   Bus / Vehicle Operator's
Name:_____

Type of Damage:_____   Did incident occur during normal work hours?_____

To or from what school was vehicle going or operating from? _____

_____   _____   _____
          Person Preparing Report   Principal/Director's Signature   Date
Original: Support Services   Copy 1: Business Affairs   Copy 2: Property Records   Copy 3: Student Services   Copy 4: School Files

PRO-2-3422 E 02/14/2010

16

SCHOOL DISTRICT OF CLAY COUNTY

Title I Take-Home Computer Program / Student Assistive Technology
Check-out Agreement

EQUIPMENT: (LIST EACH ITEM)	CCSB# (If Applicable)	SERIAL #

SOFTWARE/CD's: (LIST EACH ITEM)	CCSB# (If Applicable)

I AGREE TO:

1.   Take proper precautions to protect these items against damage or theft.

2.   Have a responsible adult supervise the use of this equipment.

3.   Assure that no other software is used or added to any equipment.

4.   Guarantee that no software will be removed from or copied from this equipment. All copyright laws must be obeyed.

5.   Report any damage or malfunction of the equipment immediately to the school principal.

6.   Adhere to Clay County's policy on ethical standards.

STUDENT NAME: _____   SCHOOL: _____

PARENT NAME: _____   PHONE: _____

ADDRESS: _____

DATE CHECKED OUT: _____   RETURN DATE: _____

I,_____, agree to the terms stated above and have been trained in proper operation of the equipment.

_____   APPROVED BY: _____
PARENT/GUARDIAN SIGNATURE   PRINCIPAL'S SIGNATURE

Original: Property Manager   Copy 1: Borrower   Copy 2: Title-I / Property Control

PRO-1-3417   E 12/01/2008

SCHOOL DISTRICT OF CLAY COUNTY
EQUIPMENT CHECK-OUT AGREEMENT

School: _____ **Property Number (If applicable):** _____

Equipment description (type, manufacturer, model #, serial #):

_____

_____

_____

_____

_____

Date(s) requested: _____ **Reason:** _____

Approved by: _____, **Property Manager or Designee**

Agreement

"**In the event the above equipment should malfunction, I am to return it to the assigned Cost Center and notify the Property Manager immediately. I understand that I am responsible for any physical damage to any of the above equipment as a result of negligence, theft, or accident. I am also aware that I will be responsible for replacement of said equipment at the current market value. Furthermore, I agree to abide by all copyright laws pertaining to the usage of the above equipment.**" **I verify that use of this equipment is for Educational/School Board related activities, and I will adhere to Clay County's policy on ethical standards.**"

I, _____, **agree to the terms stated above. If checked out by**

Parent, include student's name: _____.

_____
(SIGNATURE OF BORROWER)

Date checked out: _____ **by** _____

Check-out condition: _____

Complete section below upon return of item and give Copy 1 to Borrower:

Date checked in: _____ **by** _____

Check-in condition: _____

Original: Property Manager   Copy 1: Borrower (Check-In)   Copy 2: Property Control   Copy 3: Borrower (Check-Out)

PRO-1-3418 E 07/18/2009

SAMPLE LETTER

SCHOOL DISTRICT OF CLAY COUNTY

PROPERTY CONTROL DEPARTMENT
814 Walnut Street
Green Cove Springs, Florida 32043

Telephones:
904/284-6500 (GCS)   904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6529   TDD 904/284-6584

DATE: January 23, 2008

TO: Janell Ray
     IBM Corporate Community Relations
     5630 N.W. 114th Path, #213
     Doral, Florida, 33178

SUBJ: ACKNOWLEDGEMENT OF DONATION

   Accordingly, by law we can not put a dollar figure on the
amount of your donation. This letter serves as official
acknowledgement of receipt for your personal donation of the
following equipment to the Clay County School District:

(1) Think pad (IBM LAPTOP) part no. (P/N) 184792U
(1) Think pad R52, Pentium m/1.8GHZ, 60 GB, 512MB
(1) Lotus smart suite millennium edition 9.8 P/N AN01DIE

Your support and interest for the Welfare of the Students of
the Clay County School District is greatly appreciated.

Sincerely Yours,

Chris Lee
Property Control Coordinator
Clay County School Board
904-284-6500 x2641

SCHOOL LETTER HEAD

TO: CLAY COUNTY SCHOOL BOARD MEMBERS
From: **PRINCIPAL/DIRECTOR**
Via: Chris Lee, Coordinator of Property

Subject: TRADE-IN REQUEST

We have purchased a new duplicator and would like to trade-in the old one.
Information on both machines is as follows:

Duplicator to be traded-in:

MODEL:	**RICOH PREIPORT JP3000 J5616**
CCSB NUMBER:	**78058**
ACQUISITION DATE:	**JULY 2001**
ACQUISITION COST:	**$6700.89**
REASON for TRADE-IN:	**Maintenance costs high, repair parts unattainable**
ALLOWANCE for TRADE-IN:	**$400.00**

Item to be purchased (copier/duplicator/etc ;)

MODEL:	**RICOH SPEEDSTER 2000**
VENDOR:	**GOSH-B-GONE**
COST:	**$12000.89**
METHOD of PAYMENT:	**CASH/CHECK/PURCHASE ORDER**

APPENDIX B

STEP BY STEP PROCEDURES FOR AUTOMATED DATA ENTRY INTO TERMS
PROPERTY RECORDS

Each Cost Center Property Manager is required to undergo initial TERMS training for Property Manager Data entry. This training is required prior to having access to the Property data base fro their respective Cost Center. This training can be scheduled at anytime by contacting the District Property Office. All Cost Center Property Managers have the ability to move tagged assets in the TERMS Data base for property for their designated Cost Center. This appendix will allow the Property Manager the ability to go step by step in building a new property record. If you have any question or any doubt, please contact the District Property Office.