An annual inventory of all school district property will be completed by the Principal/Supervisor for each school/department. Inventory will be audited utilizing the district’s fixed asset inventory control software or as otherwise outlined by Finance Department procedures.

In the event that district property is damaged or stolen, an ECISD Police Report must be completed and a copy submitted to the Finance Department before the property will be removed from the inventory. (See EXHIBIT B).

All district purchased assets shall be tagged with an ECISD bar coded inventory tag at the central receiving warehouse. Information about the asset and information necessary to the physical tracking of the item will be recorded at that time in the district’s fixed asset inventory control software by the Finance department and/or central receiving personnel.

An ECISD Fixed Asset Transfer Authorization (See EXHIBIT C) must be completed by the principal or supervisor and forwarded to the Finance Department for approval of any transfer of fixed assets from one location in the district to another. Authorizations must be approved by the Finance Department before they can be physically moved.

Principals and Supervisors are responsible for the receiving of assets at each district location or are responsible for delegating this responsibility to one or more staff members. Items must be checked against delivery records and the delivery must be documented by signature in the presence of central receiving personnel. Every item must be secured from the moment of delivery in a secure location and the location information must be updated in the district’s fixed asset inventory control software. As items are disbursed or moved about the campus, location information must be updated in the district’s fixed asset inventory control software.

Teachers will be responsible for fixed assets within their classrooms and will check in/out fixed assets at the beginning and end of each school year or semester as outlined by the Finance Department procedures and principal/supervisor.

Inventory tags will be applied as outlined by the Finance Department and/or the Special Projects Accountant. School/Department personnel will be responsible for ensuring that inventory tags remain on fixed assets and will report any missing inventory tags upon discovery. The Finance Department and/or the Special Projects Accountant will authorize and reprint inventory tags upon request made by school/department.
The Director of Finance and/or the Special Projects Accountant will be authorized to enforce fixed asset regulations and Finance Department procedures. The Director of Finance may prevent new purchases of fixed assets by a campus or department in the event that the fixed asset inventory is determined to be inaccurate, neglected, or incomplete until such time as the inventory has been corrected and updated.

Missing items will be reported to the Finance Department according to Finance Department procedures immediately upon discovery by campus/department personnel.