

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Property Inventory Control	AD Number: 2.702.1	Adopted: September 1988 Former Descriptor: FM9, FM10
Policy References: Board Policy 2.702 – Inventories	Revised: 11/96; 9/01; 12/02; 8/06; 8/14; 8/15; 8/19; 11/24	

1 In order to facilitate the control, protection, insurability, and accountability of school system
 2 property, a centralized inventory management system will be established and maintained for all
 3 locations by the district’s Finance Department. For the purposes of this procedure, the following
 4 individual is identified as the Property Control Officer for the district:
 5 Dena Thomas, Fixed Assets/General Accountant
 6 2552 South Church Street
 7 Murfreesboro, TN 37127
 8 615-893-2313, ext. 10057
 9 dena.thomas@cityschools.net

IDENTIFICATION OF ACCOUNTABLE ITEMS AND EQUIPMENT

10 All facilities, equipment and vehicles with an acquisition value of at least five thousand dollars
 11 (\$5,000.00) and all items where any grant states that items purchased with grant funds must be
 12 tracked and/or reported on and is more restrictive than the acquisition cost previously listed are
 13 considered **accountable items** and recorded in the inventory management system regardless of
 14 funding source or method of acquisition (i.e. donation or gift). Accountable items cannot be
 15 altered, removed, or destroyed and are not to be loaned or rented without approval from the
 16 district’s Finance Department. Accountable items purchased with categorical funds may not be
 17 transferred outside of the program area without approval from the district’s Finance Department.
 18

Sensitive Equipment

19 Sensitive equipment categories are defined by procedure for accountable items that are particularly
 20 vulnerable to theft. The following items are identified as “sensitive equipment” and are considered
 21 accountable items for purposes of property inventory if the acquisition cost is at least five hundred
 22 (\$500.00) regardless of funding source:
 23

- 24 1. Cameras/Camera Lenses/Camcorders
- 25 2. Computers and Laptops
- 26 3. Custodial Equipment
- 27 4. Kitchen Equipment

28 The following items are identified as “sensitive equipment” and are considered accountable items
 29 for purposes of property inventory regardless of the acquisition cost or funding source:

- 30 1. iPads/iPods
- 31 2. Tablets

- 32 3. Phone adapters, swivels, and other similar items that connect/attach to mobile devices
- 33 (excluding cases)
- 34 4. Hotspots
- 35 5. Cell phones
- 36

37 **Donated Accountable Items**

38 All donated property to schools must be approved by the school principal and/or department
 39 supervisor, with notification given to the district Property Control Officer. Any donated property
 40 requiring maintenance support from another department (i.e., Operations, Technology, etc.) must
 41 be pre-approved by that department supervisor before acceptance. Failure to do so places the
 42 burden of maintenance support on the receiving school.

43 **Labeling Accountable Items**

44 All accountable items must be tagged with a barcode label identifying the item as property of
 45 Murfreesboro City Schools or identified by other suitable methods Furniture will be counted in
 46 bulk and considered a “bulk item” and will be included in the asset inventory listing by bulk count
 47 annually. Examples of “furniture” for the purposes of inventory include student desks and chairs,
 48 teacher desks and chairs, filing cabinets, conference tables, office furniture, etc.

49 **CAPITALIZATION AND DEPRECIATION**

50 All accountable items with an estimated useful life greater than one year and an acquisition value
 51 of at least \$5,000, and all real property, are recorded as capital assets in the accounting records of
 52 the district. Improvements costing at least \$50,000 that extend the useful life of a site or building
 53 are capitalized. Depreciable assets are depreciated using the straight-line method. The following
 54 schedule of estimated useful lives is used:

Accountable Item	Schedule of Estimated Useful Life
Athletic Equipment	10 years
Audio Visual Equipment (projectors, cameras)	10 years
Buildings	50 years
Business Machines (duplicating & printing equipment)	10 years
Communications Equipment	10 years
Computer Hardware (fax equipment)	5 years
Custodial Equipment	15 years
Education and Scientific Equipment	10 years
Furniture	20 years
Ground Equipment	15 years
HVAC Systems	15-25 years
Interior Construction (cabling)	25 years
Kitchen Equipment	20 years
Library Holdings	10 years
Machinery and Tools	15 years
Musical Instruments	10 years
Outdoor Equipment (radio towers, fuel tanks, pumps)	20 years
Roofing	10-30 years

Site Improvements	20 years
Storage Buildings and Portables	25 years
Vehicles- Buses	15 years
Vehicles- Other	20 years

55 Where historical cost cannot be determined from district records, an estimated historical cost is
56 determined by back-indexing from current property appraisals using average Consumer Price Index
57 statistics from the U.S. Department of Labor.

58 **INVENTORY PROCEDURES**

59 Principals and district department supervisors are responsible for all accountable items at their
60 location and will appoint an Inventory Control Representative as a point of contact for that
61 building/department relating to property inventory. Any discrepancy in number or damage in
62 accountable items that are identified by the inventory control representative during an inventory
63 must be reported to the principal/department supervisor. The principal/department supervisor is
64 responsible for investigating and documenting the cause for lost or damaged property, and
65 reporting findings in writing to the Property Control Officer in the Finance Department. Theft or
66 vandalism will be addressed as necessary through appropriate administrative and legal means.

67 **Inventorying Accountable Items**

68 Once an item is purchased or donated, the purchaser or bookkeeper at the school or department
69 will notify the district of receipt of an accountable item by completing the *Equipment Acquisition*
70 *Form* and submitting the form to the Property Control Officer. If there are a large number of items
71 that have been acquired and the items are similar but have a non-substantive difference (ex. Serial
72 number), an Excel spreadsheet may be submitted by e-mail to the Property Control Officer instead
73 of completing the Equipment Acquisition form, provided all the information required on the form
74 is included in the Excel spreadsheet. The inventory records must include the following
75 information:

- 76 • Item Description
- 77 • Location
- 78 • Manufacturer
- 79 • Model/serial number
- 80 • Date received
- 81 • Vendor/donor name
- 82 • Purchase price or appraised value
- 83 • Responsible individual
- 84 • Data of inventories
- 85 • Disposition

86 The Property Control Officer will maintain an Excel spreadsheet for all accountable items. A
87 physical inventory with reconciliation with property records is required at least once every two
88 years. Any loss, damage, or theft to an accountable item shall be reported to and investigated by
89 the Finance Department.

90 **Employee Responsibilities**

91 Employees are financially responsible for the loss or damage of district property that is assigned
92 to them when caused by personal negligence, unless there are mitigating circumstances.
93 Employees that are responsible for the loss, theft or damage of assigned district property may be
94 held financially responsible and subject to disciplinary action, up to and including termination.
95 The Finance Department will invoice the employee for any costs determined to be owed to the

96 district from the employee. Payment will be handled as identified in the “Equipment/Uniform Loan
97 Agreement” and may result in a payroll deduction.

98 In some cases, district employees may be assigned or check out certain school system property
99 (i.e. textbooks, library books, tools, computers, radios) which are necessary to properly perform
100 their duties. When personnel transfer or leave a location, it is the responsibility of the
101 principal/department supervisor to inventory all property assigned to that individual to ensure that
102 it is accounted for or if not returned it is the responsibility of the principal/ department supervisor
103 to notify the Finance Department to charge the cost to the employee. Upon an employee’s
104 termination, the principal/department supervisor is responsible for ensuring all district property
105 issued or checked out is returned to the district. Failure of the employee to return all items may
106 result in a payroll deduction from their final check or their final paycheck being held until item(s)
107 are returned or arrangements have been made to pay for their replacement.

108 In the event negligence is determined, payment or arrangements for payment via a payroll
109 deduction must be made within two weeks of the issuance of an invoice by the Finance
110 Department. If the payroll deduction option is requested, the minimum deduction allowable per
111 paycheck is twenty-five dollars (\$25.00) and the total debt must be paid within twelve (12) months.
112 Failure to contact the Finance Department within the two weeks specified above will automatically
113 result in the amount owed being payroll deducted, based on the minimum of twenty-five dollars
114 (\$25.00) per paycheck and a period of time not to exceed twelve (12) months.

115 In the case of assigned technology, the device must be returned to the district upon separation of
116 the employee or as requested by the district. Devices must be returned in good working condition,
117 with all original components and accessories. Employees are prohibited from removing or altering
118 any hardware components or attempting to access, copy, or transfer any district information or
119 confidential information from the device. The district reserves the right to inspect returned devices
120 to ensure compliance with this procedure and any unauthorized access, data removal, or hardware
121 tampering may result in disciplinary action or payment of costs associated with repair or
122 replacement of devices.

123 **Transfer of Accountable Items**

124 Accountable items become the property of the school or department that purchased the item or
125 received the item as a donation. When a staff member transfers to another school or location, the
126 staff member’s principal or supervisor is responsible for ensuring that all accountable items are
127 properly inventoried prior to the employee’s relocation. A staff member transferring within district
128 will retain their assigned laptop and inform the district’s Technology Department of the transfer.

129 Murfreesboro City Schools assumes no responsibility for items owned by employees located on
130 school or district property. Upon separation, employees are responsible for removing their property
131 from the school or district office at a time coordinated with their principal or supervisor. Personal
132 property not collected within two (2) weeks from the last day of employment will be assumed to
133 be property of the district and be inventoried pursuant to this procedure or donated or disposed of,
134 depending on the nature of the item.

135 The following procedures apply to teachers transferring positions within the district, but do not
136 apply to materials purchased with federal or grant funds or materials purchased by grade levels
137 that are shared across the team:

- 138
139
140
141
142
143
144
145
146
147
148
149
1. Teachers who are moving within the same grade level at the same school will take their textbooks, teacher’s editions, and other materials they have made for their current classroom into the new classroom.
 2. Teachers who are moving to a different grade level—but are being replaced at their current grade level—will leave their textbooks, teacher’s editions, and other materials purchased with district funds for the new person occupying their classroom.
 3. Teachers who are moving to a different school but are being replaced at their school and grade level will leave their textbooks, teacher’s editions, and other materials purchased with district funds for the new person occupying their classroom.
 4. Teachers who are moving to a different grade level or school but are not being replaced at their current grade level or school will send their textbooks and teacher’s editions to the Central Office. Be sure to label the boxes with teacher name grade, and school.

Legal References
Tennessee Internal School Funds Manual