

District School Board of Pasco County

Property Control Procedures

Effective
7/1/2016

Property Control Procedures

These procedures are to be followed for the purpose of tagging, tracking, and accounting for tangible personal property. Property that qualifies as “Taggable Property” meets the following criteria:

<u>Description</u>	<u>General Ledger Object Code</u>
1. Furniture, fixtures, and equipment costing at least \$1,000 Including: Musical instruments costing at least \$250 Audiometers costing at least \$250	564100
2. Electronics, other than computers, costing at least \$1,000 Including: The following items costing at least \$250 a. Cameras b. Printers c. Projectors d. Televisions e. Charging carts	564300
3. Computer hardware costing at least \$250 a. Desktop Computers b. Laptops c. Tablets (including iPads)	564600

Taggable Property Delivered by the Vendor to Central Receiving

Only taggable items should be shipped to Central Receiving. Additional items (such as supplies, non-taggable equipment, etc.) should not be shipped to Central Receiving and must be shipped separately to your cost center.

- Property received by Central Receiving includes but is not limited to:
 - Furniture, fixtures, and equipment costing at least \$1,000, including items below costing at least \$250
 - Musical Instruments
 - Audiometers
 - Equipment costing at least \$1,000, including the following items costing at least \$250
 - Cameras
 - Printers
 - Projectors/TVs
 - Charging carts
 - Computer hardware including all desktop computers, laptops, and tablets costing at least \$250

Property Purchased via one of the following:

Purchase Orders (POs):

- When creating a requisition in MUNIS for the purchase of a taggable item, **key in “S9051”** in the **“Ship To”** field. The following address should automatically populate in the fields below:

Central Receiving
7301 Land O’ Lakes Blvd
Land O’ Lakes, FL 34638
- Central Receiving Finance Specialist (CRFS) runs an SSRS Report based on PO date and “S9051” to find new incoming shipments from converted Purchase Orders

- a. The report will show school/cost center destination (based on who created the requisition) and the PO number
3. CRFS searches for the new PO number in MUNIS via PO Inquiry
 - a. The PO is held as incoming until the item arrives

Purchase Cards (P-Cards):

1. After placing an order for a taggable item(s) using a P-Card for delivery from a vendor to Central Receiving, you must send an email to Central Receiving (receiving@pasco.k12.fl.us) with the following information:
 - a. Attachment of the Order Confirmation (or a vendor-created document showing itemized descriptions, quantities, and prices) and the budget coding line
2. CRFS holds the email information as incoming until the item arrives

Property Delivered to Central Receiving:

Central receiving physically receives Taggable Property from vendor (except items received by Maintenance Services) and matches to PO or Order Confirmation.

1. CRFS enters receiving in MUNIS of all items received using the PO and Packing Slip
2. CRFS sends email to propertycontrol@pasco.k12.fl.us to notify Property Control Finance Assistant (PCFA) of item needing tag
 - a. Email will include attached PO and Packing Slip
3. PCFA receives email and creates New Asset in MUNIS
4. PCFA generates a tagging sheet and attaches tag
5. PCA tags property received by Central Receiving with next available tag number and leaves the tagging sheet on the item/package to signify that the item is ready to be delivered
 - a. Central Receiving staff prepares tagged property for delivery to cost center
 - b. Office for Technology and Information Services (OTIS) and Maintenance Services tag issuance tracking procedures to follow
6. PCA scans tag number and serial number if available onto Inventory Import Sheet
7. Distribution Services Specialist verifies appropriate tagging sheet, item, and barcode, and adds a signature sticker
8. Driver signs tagging sheet, delivers item to school/cost center, and has recipient sign tagging sheet
9. Driver returns signed tagging sheet to warehouse to be scanned to Property Control
10. The inventory import sheet is prepared by the PCA to upload multiple tagged items into Munis by order
11. On a daily basis or as needed, Property Control Financial Analyst (PCFA) imports Inventory Import Excel Spreadsheet into Munis to create a New Asset, adds property detail as necessary, and posts to Munis property records

Property Sent to OTIS from Central Receiving:

1. OTIS receives the following property from Central Receiving warehouse storage
 - a. Computers
 - b. Laptops
 - c. Tablets (including iPads)
 - d. Any other electronics requiring imaging or District implementation
2. OTIS Technician (Tech) receives tags from Property Control
 - a. PCA provides a series of tags based on number of taggable items on a purchase order
3. Technician (Tech) images, tests, and tags item
 - a. If equipment is defective, tech issues a replacement request with the vendor and documents serial numbers

- b. Technician returns any unused tags to Property Control
- 4. Tech scans tags and serial numbers onto Inventory Import Excel Spreadsheet
- 5. Tech emails Inventory Import Excel Spreadsheet to Property Control
- 6. PCFA imports Inventory spreadsheet into Munis to create the property record
- 7. Tech delivers Tagged items to the Cost Center
- 8. Designated school/department staff signs paper copy of the Inventory Import Excel Spreadsheet acknowledging receipt of tagged items
- 9. Cost Center Receiver and Tech sign Delivery Form upon receipt
- 10. Tech sends copy of the signed Inventory Import Excel Spreadsheet to Property Control

Property Delivered to Maintenance Services from the vendor:

- 1. Maintenance Services receives the following property costing over \$1,000:
 - a. Maintenance equipment
 - b. Custodial equipment
- 2. Maintenance personnel enters receiving in Munis
- 3. Maintenance/Custodial Service Area Specialist receives tags from Property Control
 - a. Property Control sends tags to Maintenance Services via Courier or Maintenance Services will pick up
 - b. Property Control Assistant (PCA) tracks all Maintenance-issued tags
- 4. Custodial Service Area Specialist tags property
- 5. Custodial Service Area Specialist scans or records tags and serial numbers if applicable onto Inventory Import Spreadsheet
- 6. Custodial Service Area Specialist sends Inventory Import Sheet to Property Control
- 7. PCFA imports Inventory Import Sheet into Munis to create the property record
- 8. Custodial Service Area Specialist delivers Tagged Property to Cost Center

Property Delivered Directly to Cost Center

Property acquired by Cost Center:

- 1. Cost Center acquires Taggable Property via one of the following:
 - a. P-Card purchase
 - b. Internal Accounts check
 - c. Donation
 - d. Discretionary Funds Purchase or Requisition
 - e. Grant Funds Purchase or Requisition
- 2. Resource Management Associate (RMA) or Bookkeeper creates New Record in PRISM with complete data
- 3. The Resource Management Associate (RMA) or Bookkeeper, as the backup, completes a Property Acquisition Form (**Attachment B**) in PRISM
- 4. PRISM generates an email that will be sent to Property Control at propertycontrol@pasco.k12.fl.us
 - a. RMA attaches receipt, invoice, and any other documentation of property acquired to email and sends
- 5. PCA enters into PRISM the property control number that will be on the tag
- 6. PCA creates Inventory Import Sheet to add item to Munis
- 7. PCA coordinates going to Cost Center and physically tagging property
- 8. On a daily basis or as needed, PCFA uploads Inventory Import Sheet into Munis to create a New Asset, then FA adds property detail as necessary, and posts

Property purchased by Food and Nutrition Services (FNS):

1. Purchase order for Taggable Property placed by FNS for delivery to the cost center
2. Area Specialist for FNS goes to site to inspect the equipment
3. Area Specialist completes a Property Acquisition Form (**Attachment B**) in PRISM
4. PRISM generates an email that will be sent to Property Control at propertycontrol@pasco.k12.fl.us
 - a. Area Specialist attaches receipt, invoice, and any other documentation of property purchased to email
5. PCA enters into PRISM the property control number that will be on the tag
6. PCA creates Inventory Import Sheet to add item to Munis
7. PCA gives tag to Area Specialist who visits the cost center to physically tag the item
8. On a daily basis or as needed, PCFA imports Inventory Import Sheet into Munis to create a New Asset, adds property detail as necessary, and posts

PRISM

Export/Import data

1. On a weekly basis, or as needed, OTIS exports Munis records into PRISM
 - a. This updates any "Munis-Created" records in PRISM and converts "User-Created" records in PRISM to Munis records by using the tag number as the reference. Please note that only taggable items will be recorded in Munis. Any items that are not taggable can be tracked by the school and/or department in PRISM but will not convert to Munis records.
2. On a weekly basis, or as needed, OTIS imports data from PRISM into Munis
 - a. This updates the room locations on Munis records

Checkout Forms

The following Equipment Checkout forms must be filled out annually by both employees and students who are removing property from the School or District campuses. Students must sign a new form and purchase insurance at the beginning of each school year. Teachers must sign a new form each school year. If a teacher will be taking any equipment home for the summer, they must have a form filled out at the end of the school year to cover the summer and the next school year. District employees must sign a new form annually. Please note that each time a new form is signed by a teacher or employee the equipment must be seen by the RMA/Bookkeeper, or whoever is designated by the Principal or Director.

Equipment Checkout Guidelines for Employees MIS #192 (Checkout Form - employees) (Attachment D)

Equipment Checkout Guidelines for Students MIS #193 (Checkout Form - students) (Attachment E)

1. RMA/Bookkeeper completes the appropriate checkout form listed above for employee or student in within PRISM
2. Employee or student/parent receiving the property signs the form
3. RMA or Bookkeeper submits email notification of required approval to Administrator or Instructor through PRISM
4. Administrator or teacher signs form and returns it to RMA/Bookkeeper
 - a. If FileMakerGo and iPad are available, the form can be signed electronically
 - b. If electronic signature is unavailable, print, sign, and email a scanned copy or deliver a copy to RMA or Bookkeeper
5. If a paper form is delivered to RMA or Bookkeeper then he or she will scan and upload the form into PRISM

- a. When property is returned to the RMA/Bookkeeper, the RMA/Bookkeeper opens electronic checkout form in PRISM and fills out the date returned, checks box with the condition of the property, and signs form
- b. If returned by an employee and property is damaged or in poor condition, notify the Employee Electronic Device Loss Control Committee by email (ebarmpdh@pasco.k12.fl.us) with the employee name and item tag number
- c. If returned by a student and property is damaged or in poor condition, a claim is filed with the property insurer

Changing Room Locations

1. RMA or Bookkeeper changes room location on the property record in PRISM only if he or she physically observed the change
2. Periodically, OTIS will import PRISM data to Munis which will update any location changes from PRISM to the official property record

Cost Center Transfers

1. (Sender) RMA or Bookkeeper initiates a Property Transfer Form (**Attachment F**) in PRISM for property to be transferred
2. (Sender) RMA or Bookkeeper submits the electronic Property Transfer Form to Principal/Director for approval
3. (Sender) Principal or Director signs electronic form or a printed copy upon approval of transfer
4. (Sender) RMA or Bookkeeper notifies the appropriate District Personnel of the transfer or Distribution Services of transfer by PRISM email
5. District Personnel or Distribution Services coordinates the physical transfer of the property depending upon the items (Large or heavy items will be moved by Distribution Services)
6. (Receiver) RMA or Bookkeeper confirms receipt of property in PRISM
7. (Receiver) Principal or Director signs electronic form or a printed copy upon approval of transfer
8. (Receiver) RMA or Bookkeeper emails signed copy of the Property Transfer Form to propertycontrol@pasco.k12.fl.us
9. FA updates record in Munis
10. OTIS exports changes to PRISM on a weekly basis

Disposals/Missing/Stolen Property

1. RMA or Bookkeeper notifies the property area specialist listed below of pending disposal request
 - a. OTIS Technician authorizes disposal/surplus of computers and computer hardware
 - b. Maintenance Area Specialist authorizes disposal/surplus of maintenance and custodial equipment
 - c. Food and Nutrition Specialist authorizes disposal/surplus of FNS equipment
 - d. Office of Teaching and Learning (OTL) Program Coordinator for Fine Arts authorizes disposal/surplus of musical instrument
 - e. OTL Program Coordinator for Athletics authorizes disposal/surplus of athletic equipment
2. RMA or Bookkeeper completes and prints out Disposal Request Form from PRISM (**Attachment G**)
3. Upon authorizing the property to be disposed or surplus, property area specialist signs the paper copy of the Disposal Request Form
4. RMA/Bookkeeper initiates disposal in Munis and attaches the Disposal Request Form in TCM (see QSG **Attachment H**)
5. The Principal/Director approves disposal through Munis workflow
6. Property without completed and signed Disposal Request Form in Munis will not be approved for disposal
7. Board approvals of Disposals/Surplus

- a. Property Control receives Disposal Request Forms and marks property items in Munis with Board Date as Disposal Date
 - b. PCA runs report and prepares list of items for disposal for Board approval
 - c. Finance Services prepares Board memo and attaches list of items for disposal
 - d. Board approves disposal and Board Secretary documents approval
8. Board approvals of Missing or Stolen property
 - a. PCA prepares list of missing/stolen property determined at inventory from Munis property records
 - b. Stolen property must have a police report from law enforcement attached
 - c. Finance Services prepares Board memo and attaches missing/stolen list
 - d. Board approves missing/stolen list and Board Secretary documents approval
 9. FA approves property to be disposed of in Munis workflow based on the Board approval
 - a. Property disposal approval documentation from Board must be attached to item
 10. FA runs Munis Asset Disposal Pickup List in Munis for Distribution Services to pick up items approved for disposal from the cost center
 11. Resource Services properly disposes of approved property or places in storage for sale at District Store
 12. FA posts disposal of item in Munis
 13. OTIS exports Munis records into PRISM and updates records to indicate “No” for Device in Service

Annual Inventory

1. Property Control works with RMA/Bookkeeper to schedule annual inventory to be done at each Cost Center
2. PCFA exports Munis property information for Cost Center into AssetTrak scanning software and then uploads it to the scanner(s)
3. PCA arrives at the agreed upon date and time at Cost Center with scanners and school map to conduct inventory
4. PCA scans barcode property tags
5. If there is no property tag affixed, PCA scans or types in the serial number to get the tag number if it is in Munis
 - a. PCA records the tag number on the item and requests a reprint of the barcode tag to attach to the item
6. PCA will document (photograph) any property items that appear to meet the taggable definition to research and tag if appropriate
7. Upon completion of physical search, PCA returns to the Finance Department and merges file from scanners into AssetTrak inventory file to identify missing property
8. PCA returns to Cost Center to locate the missing items and adds them to the inventory scan list when found
 - a. RMA or Bookkeeper or other school staff may be needed to assist in locating the missing items
9. After all search efforts are exhausted, PCA sends list of missing property items to PCFA to review
10. PCFA imports AssetTrak file to update found property in Munis with new inventory date
11. Director or Senior Manager of Finance sends memo with a list of missing items to the Principal/Director to provide them the opportunity to respond
12. Principal or Director confirms missing items by signing the list
13. After the Principal’s or Director’s response is received the list is finalized and sent to the Area or Assistant Superintendent
14. In Munis, FA enters code in Condition “46” to mark records as Missing or “48” if stolen. If Cost Center claims that item was stolen, they must provide copy of report from law enforcement.

District Store

1. Surplus property which has been fully depreciated but still has remaining functional value may be made available for sale through the District Store
2. Sales to the public will be held monthly
3. Finance Services will document sales and make deposits of payments
4. Items remaining in storage and not sold will be disposed of through auction, recycling or trash

Attachments:

- A. Property Acquisition Flow Chart
- B. Property Acquisition Form MIS Form # 207
- C. Equipment Checkout Guidelines for Employees MIS Form # 192 - EE Checkout Form
- D. Equipment Checkout Guidelines for Students MIS Form # 193 – ST Checkout Form
- E. Property Transfer Form MIS Form # 208
- F. Property Disposal Request Form MIS Form # 209
- G. QSG for Munis Fixed Asset Disposal