District School Board of Pasco County

Property Control Procedures

Introduction

This document represents the official procedures manual for Property Records. The purpose of the manual is to familiarize school employees with what is expected regarding accountability for district tangible personal property and the annual inventory of tagged property. The manual is intended to be used for those conditions described herein. Any conditions that arise and are not described herein should be brought to the attention of Property Control Accounting Manager or Property Control Financial Accounting Analyst.

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:

	Description	General Ledger Object Code
1.	Furniture, Fixtures, and Equipment costing $1,000 and over	564100
	Including: Band instruments costing $250 and over	
	Audiometers costing $250 and over	
2.	Computer Hardware & Tech Related Infrastructure costing $1,000 and over	564300
	Including: The following items costing $250 and over	
	a. Printers	
3.	Computers costing $250 and over	564600
	a. Desktop Computers	
	b. Laptops	
	c. Tablets (including iPads)	
4.	Tech Related Furniture, Fixtures & Equipment costing $1,000 and over	564800
	Including: The following items costing $250 and over	
	a. Digital Camera	
	b. Charging Cart	
	c. Document Camera	
	d. iPod/Nook/Kindle	
	e. Projector	
	f. TV	
5.	Computer Software	569100

Taggable Property Delivered by the Vendor to Central Receiving

All 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 the cost center.

1. Property received by Central Receiving includes but is not limited to:
    a. Furniture, Fixtures, and Equipment costing $1,000 and over. Including items below costing $250 and over.
        i. Musical Instruments
        ii. Audiometers

  b. Computer Hardware & Tech Related Infrastructure costing $1,000 and over. Including the following items costing $250 and over.
    i. Printers
  c. Computers hardware including all desktop computers, laptops, and tablets (iPads) costing $250 and over.
  d. Tech Related Furniture, Fixtures, and Equipment costing $1,000 and over. Including items below costing $250 and over.
    i. Digital Camera
    ii. Charging Cart
    iii. Document Camera
    iv. iPod/Nook/Kindle
    v. Projector
    vi. TV

Methods of Purchase

Purchase Orders (POs):

1. 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

2. Central Receiving 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. Central Receiving 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, an email must be sent 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. Central Receiving holds the email information as incoming until the item arrives

Property Delivered to Central Receiving Directly from Vendor

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

1. Central Receiving enters receiving in MUNIS of all items received using the PO and Packing Slip
2. Central Receiving 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. Property Control tags property received by Central Receiving with next available tag number and leaves the asset transfer 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. Distribution Services Specialist verifies appropriate transfer sheet, item, and barcode, and adds a signature sticker
7. Driver signs transfer sheet, delivers item to school/cost center, and has recipient sign transfer sheet
8. Driver returns signed transfer sheet to warehouse to be scanned to Property Control

Property Control Financial Analyst imports Inventory Import Excel Spreadsheet into MUNIS to create a New Asset, adds property detail as necessary, and posts to MUNIS property records, as needed.

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 receives tags from Property Control
   a. Property Control provides a series of tags based on number of taggable items on a purchase order
3. Technician 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. Technician scans tags and serial numbers onto Inventory Import Excel Spreadsheet
5. Tech emails Inventory Import Excel Spreadsheet to Property Control
6. Property Control Financial Analyst imports Inventory spreadsheet into MUNIS to create the property record
7. Technician delivers Tagged items to the Cost Center
8. Cost Center Principal/Director, or designee, signs paper copy of the Inventory Import Excel Spreadsheet acknowledging receipt of tagged items
9. Cost Center Principal/Director, or designee, and Technician sign Delivery Form upon receipt
10. Technician sends copy of the signed Inventory Import Excel Spreadsheet to Property Control
11. Property Control confirms receipt of signed Inventory Excel Spreadsheet

Property Delivered to Maintenance Services Directly from Vendor

1. Maintenance Services receives the following property costing $1,000 and over:
   a. Maintenance equipment
   b. Custodial equipment
2. Maintenance Services contacts Property Control via email/phone notifying them that assets were delivered
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 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 on Inventory Import Spreadsheet
6. Custodial Service Area Specialist sends Inventory Import Sheet to Property Control
7. Property Control Financial Analyst imports Inventory Import Sheet into MUNIS to create the property record
8. Custodial Service Area Specialist delivers Tagged Property to Cost Center

9. Cost Center Principal/Director, or designee, signs paper copy of the Inventory Import Excel Spreadsheet acknowledging receipt of tagged items
10. Cost Center Principal/Director, or designee, and Technician sign Delivery Form upon receipt
11. Technician sends copy of the signed Inventory Import Excel Spreadsheet to Property Control
12. Property Control confirms receipt of sign Inventory Excel Spreadsheet

Property Delivered Directly to Cost Center

Property delivered to cost center(s) must be large in size that only vendor can deliver item.

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 contacts Ladeana Harvey (lharvey@pasco.k12.fl.us) or Duane Guy (dguy@pasco.k12.fl.us) to notify of purchased asset.
    a. RMA or Bookkeeper provides receipt, invoice, and any other documentation of property acquired to email and sends.
3. Property Control Finance Assistant (PCFA) creates inventory import sheet to add asset to MUNIS.
    a. Asset will import into TIPWebIT overnight.
4. PCFA coordinates going to cost center and physically tagging property.
5. On a daily basis or as needed, PCFA uploads Inventory Import Sheet into MUNIS to create a New Asset, then 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 contacts Ladeana Harvey (lharvey@pasco.k12.fl.us) or Duane Guy (dguy@pasco.k12.fl.us) to notify of purchased asset.
    a. Area Specialist provides receipt, invoice, and any other documentation of property acquired to email and sends.
4. PCFA creates inventory import sheet to add asset to MUNIS.
    a. Asset will import into TIPWebIT overnight.
5. PCFA coordinates going to cost center and physically tagging property.
6. On a daily basis or as needed, PCFA uploads Inventory Import Sheet into MUNIS to create a New Asset, then adds property detail as necessary, and posts.

Asset Management

TipWebIT is the primary asset management system, however, MUNIS is the system of record for all District property. Asset records are imported into TipWebIT from MUNIS on a daily basis. Only the location of the asset will be updated in MUNIS from TipWebIT on a daily basis. The Property Control Team in Finance Services, with assistance from the Cost

Center Asset Management Team, will use TipWebIT to conduct an Annual Physical Inventory of each site to meet state reporting requirements.

Asset Management Teams include, but are not limited to:

School Based Asset Management Team	District Department Asset Management Team
Principal	Director
Resource Management Associate	Asset Manager
Technician	Technician
Plant Manager	
Cafeteria Manager	
Athletic Director	
Music/Band Director	

District Directors and School Principals are responsible for the function of the Asset Management Team (AMT) and will govern the roles/responsibilities of each AMT member.

Equipment Checkout

The primary method of equipment checkout for employees and students is TipWebIT. Exceptions for using a paper copy of MIS #192 Equipment Checkout Guidelines for Employees, or MIS #193 Equipment Checkout Guidelines for Students, must be approved by Property Control.

Employee Checkout

The *Issue to Staff* process in TipWebIT, including the employee electronic signature of the Full Distribution Receipt, must be completed by employees who are removing property from the School or District campuses. Employees who are reassigned to another cost center must return all equipment to the original cost center. The *Quick Collect* process in TipWebIT will be used to record the return of equipment.

If an asset is returned by an employee in damaged or poor condition, notify the Employee Electronic Device Loss Control Committee by email (ebarmpdh@pasco.k12.fl.us) with the employee name and asset tag number.

Student Checkout

The *Issue to Student* process in TipWebIT, including the student electronic signature of the Full Distribution Receipt, must be completed by students who are removing property from the School or District campuses. Students who are reassigned to another school must return all equipment to the original school. The *Quick Collect* process in TipWebIT will be used to record the return of equipment. Students must return all equipment at the end of each school year.

Students who are checking out a laptop or tablet for the entire school year **must** purchase insurance prior to being issued the device. If an asset is returned by a student in damaged or poor condition, a claim is filed with the property insurer.

Asset Room Location

The room location of all assets will be managed in TipWebIT. The Resource Management Associate, or Asset Manager, will coordinate with the Asset Management Team to maintain accurate asset location records in TipWebIT.

Cost Center Transfers

1. (Sender) RMA or Bookkeeper initiates a Property Transfer Form **(Attachment D)** for property to be transferred
2. (Sender) RMA or Bookkeeper sends 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 emails Property Transfer Form to the appropriate District Personnel
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 via email to District Personnel
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 and TIPWeb

Disposals/Missing/Stolen Property

1. RMA or Bookkeeper notifies the respective property area specialist listed below of item(s) that are to be disposed.
   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 Leading and Learning (OLL) Program Coordinator for Fine Arts authorizes disposal/surplus of musical instrument
   e. OLL Program Coordinator for Athletics authorizes disposal/surplus of athletic equipment
2. RMA or Bookkeeper completes Disposal Request Form **(Attachment E)** for items that will be disposed
3. Property area specialist signs the paper copy of the Disposal Request Form confirming that the item can be disposed
4. The Principal/Director approves disposal
5. RMA/Bookkeeper emails signed Disposal Request Form in TCM (see QSG **Attachment F**) to appropriate District Personnel
6. FA in Property Control approves the disposal request and will enter all disposals into Munis
7. Board Approval
   a. Disposals/Surplus
      i. FA runs report and prepares list of items for disposal for Board approval
      ii. Finance Services prepares Board memo and attaches list of items for disposal
      iii. Board approves disposal and Board Secretary documents approval (go to #8 below)
   b. Missing or Stolen property
      i. FA prepares list of missing/stolen property determined at inventory from MUNIS property records
      ii. Stolen property must have a police report from law enforcement attached
      iii. Finance Services prepares Board memo and attaches missing/stolen list
      iv. Board approves missing/stolen list and Board Secretary documents approval
      v. FA enter retirement date in MUNIS and posts
8. Resource Services properly disposes of approved property or places in storage for sale at District Store
9. FA runs MUNIS Asset Disposal Pickup List in MUNIS for Distribution Services to pick up items approved for disposal from the cost center

10. FA and Senior Manager approves property to be disposed of in MUNIS workflow based on the Board approval
11. FA posts disposal of item(s) in MUNIS and TIPWeb

Property Purchased with Federal/State Funds

Items of equipment with an acquisition cost in excess of $1,000 and a useful life of one year or more may be retained or sold and the awarding agency (Department of Education) shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

The Department's policy concerning proceeds received from the sale of property with a current per unit fair market value of$1,000 through $5,000 is the net amount received from such sales will remain at the sub-grantee level to be used in the same ongoing program. Funds from such sales will be treated as "other program income" in the same ongoing program(s). This type of income must be amended into a current year's project in which the sale occurred. It should then be reported on line 11 of the Project Disbursement Report (form DOE 399, DOE 499, or DOE 599) as a total for the fiscal year in which the sa.es(s) occurred. This identification of income is necessary to meet reporting requirements of the United States Department of Education. Complete documentation for this type of income and expenditures must be maintained for monitoring and auditing purposes. Income from the sale of this type property should be recorded in the agency's special revenue account as other income and identified as such for the federal cash advance reconciliation at the end of each fiscal year. If the agency is no longer receiving funds for the particular project or program, the income from such equipment sales will be returned to the Department to be forwarded to the United States Department of Education. Equipment that was initially purchased with federal funds with a current per-unit fair market value in excess of $5,000, must be processed in accordance with 2 CFR 200.313(e) (2), with the assistance and written approval of the Department.

Upon termination of a project, and at the discretion of the Department, all equipment/property purchased with project funds will be transferred to the location(s) specified by the Department and all necessary actions to transfer the ownership records of the equipment/property to the Department or its designee will be taken."

Annual Physical Inventory

1. Finance Accounting Analyst (FAA) creates annual inventory to be completed at each Cost Center
2. Property Control Assistant (PCA) arrives at the agreed upon date and time at Cost Center with scanners and school map to conduct inventory via TIPWebIT. (The audit is considered a physical inventory and all items must be viewed by a PC team member).
3. PCA opens inventory audit via TIPWebIT and scans barcode property tags
4. 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
5. Upon completion of physical search, the PCFA will send memo along with preliminary audit detail report to the Principal/Director to provide them the opportunity to respond.
6. The Property Control team will return to the cost center (no earlier than one week) to conduct a follow up inventory. With the RMA's assistance, the Property Control Team will scan any missing property items found by the RMA.
7. After the follow up inventory, Property Control will close out the audit.
8. In MUNIS, PCFA enters code in Condition "40" to mark records as Found, "46" to mark records as Missing 1 year, "47" to mark records as Missing 2 years and "48" to mark records as stolen. If Cost Center claims that the asset was stolen, they must provide copy of police report from law enforcement.

9. Principal or Director confirms missing items during the audit inventory by viewing the Final Audit Report via TIPWebIT and signing the memo.
10. All missing items will be compiled and presented to the Board.

Note – It is the schools/sites responsibility to ensure that all inventory assets are available and within view for PCA to scan. AMT should know where each asset is located. PCA/PCFA are not required to search for assets.

District Surplus Store

1. Surplus property which has been fully depreciated but still has remaining functional value may be made available for sale through the District Surplus Store
2. Recycling Operations will ensure all tagged items available for sale have been designated as Inactive in MUNIS and the identifying tag has been removed. In the case where a tag cannot be removed, the tag number will be marked through and completely covered with black marker, or paint.
3. Sales to the public will be held monthly
4. Items remaining in storage and not sold will be disposed of through auction, recycling or trash.

Attachments:

A. Property Acquisition Form MIS Form # 208

B. Equipment Checkout Guidelines for Employees MIS Form # 192

C. Equipment Checkout Guidelines for Students MIS Form # 193

D. Property Transfer Form MIS Form # 209

E. Property Disposal Request Form MIS Form # 210

F. QSG for MUNIS Fixed Asset Disposal

DISTRICT SCHOOL BOARD OF PASCO COUNTY
PROPERTY ACQUISTION FORM

Email

Please follow the steps below to report an aquisition.

Step 1: Fill out all of the applicable boxes on the form.
Step 2: Click the E-mail button to submit the form.
Step 3: Attach a copy of the Purchase Order or Vendor Order and a copy of the invoice to the email.

If the item was a gift or donation, attach any paper work received with the donation.

DATE: _____

FROM:
NAME OF AUTHORIZED PERSON:_____
COST CENTER NAME: _____
COST CENTER NUMBER: _____

METHOD OF AQUISITION:
☐ Internal Funds
☐ Gift / Donation

LIST OF ITEMS

Price	Detailed Description	Serial Number (if applicable)

B

DISTRICT SCHOOL BOARD OF PASCO COUNTY
EQUIPMENT CHECKOUT GUIDELINES FOR EMPLOYEES

Employee Name	Employee ID #	Location / Cost Center	Date

Inventory Control Number	Serial Number	Equipment Type

Accessories: ☐ Power Cord   ☐ Case   ☐ Video Adapter
☐ Other_____

Please read each statement:

- I understand that this equipment remains the sole property of the District School Board of Pasco County and no hardware or software modifications are permitted without prior authorization from the Office for Technology and Information Services.
- I am bound by the *Electronic Network Use Guidelines for Employees* (MIS Form #190).
- This equipment is to be used for instructional and work purposes.
- I am financially responsible for all repair costs associated with any damage resulting from negligent use of this equipment. If the cost to repair exceeds the replacement cost or depreciated value, I am responsible for the replacement cost or depreciated value, whichever is less.
- I am financially responsible for the replacement cost or depreciated value, whichever is less, for loss/theft of the equipment that occurs off District School Board of Pasco County property. I will not be financially responsible if reasonable precaution is used to prevent loss/theft and a police report is provided to substantiate such reasonable precaution.
- I understand that I may elect to purchase private loss/damage/theft insurance to provide for additional coverage as a precaution. If I elect to do so, I am responsible for verifying whether my personal insurance (e.g., automobile, homeowner, renter, etc.) provides coverage for the equipment and if so, under what circumstances and subject to what deductibles.
- I am responsible if I permit unauthorized users to use this equipment.
- Student information is protected by law, and I am responsible for keeping all such information housed on this equipment confidential at all times.
- Inappropriate or unlawful use of this equipment, after due process, may result in termination.
- **(For non-exempt employees only):** I understand that any overtime must be approved in advance and that I am responsible for reporting all hours worked on my timesheet. For any questions regarding status as non-exempt or exempt, please contact the Office for Human Resources and Educator Quality.

By signing below, I understand and accept the above responsibilities with regard to this equipment being issued by the District School Board of Pasco County.

Employee Signature	Date

Administrative Approval: ☐ Approved   ☐ Not Approved

Notes/Comments

Administrator Signature	Date

Date Returned_____   Checked In By_____   Location Stored_____

DISTRIBUTION: Original-Cost Center; Copy-Employee

DISTRICT SCHOOL BOARD OF PASCO COUNTY
EQUIPMENT CHECKOUT GUIDELINES FOR STUDENTS

MIS #193
Rev. 04/20

Student Name	Student ID #	Location / Cost Center	Date

Barcode ID Number	Serial Number	Equipment Type

Accessories: ☐ Power Cord   ☐ Case   ☐ Video Adapter
☐ Other_____

Please read each statement:

- I understand that this equipment remains the sole property of the District School Board of Pasco County and no hardware or software modifications are permitted without prior authorization from the Office for Technology and Information Services.

- I am bound by the Responsible Electronic Use Agreement for Students (MIS Form #191).

- This equipment is to be used for educational purposes.
  - In the case of WIFI hot spots, this means the data usage should only pertain to functions directly related to distance learning needs. These hotspots have limited data capabilities and usage will be monitored. Failure to comply will result in loss of data capabilities.
  - WIFI hotspots DO NOT contain any content filter. It is important for users to take responsibility to avoid objectionable sites, content and communication.

- I am financially responsible for all repair costs associated with any damage resulting from negligent use of this equipment. If the cost to repair exceeds the replacement cost or depreciated value, I am responsible for the replacement cost or depreciated value, whichever is less.

- I am financially responsible for the replacement cost or depreciated value, whichever is less, for loss/theft of the equipment that occurs off District School Board of Pasco County property. I will not be financially responsible if reasonable precaution is used to prevent loss/theft and a police report is provided to substantiate such reasonable precaution.

- I understand that I may elect to purchase private loss/damage/theft insurance to provide for additional coverage as a precaution. If I elect to do so, I am responsible for verifying whether my personal insurance (e.g., automobile, homeowner, renter, etc.) provides coverage for the equipment and if so, under what circumstances and subject to what deductibles.

- I am responsible if I permit unauthorized users to use this equipment.

- Student information is protected by law, and I am responsible for keeping all such information housed on this equipment confidential at all times.

- Inappropriate or unlawful use of this equipment, after due process, may result in disciplinary action.

By signing below, I understand and accept the above responsibilities with regard to this equipment being issued by the District School Board of Pasco County.

Parent Signature	**Date**
Student Signature	**Date**
Instructor Signature	**Date**

Date Returned_____   Checked In By_____   Condition: ☐ Satisfactory ☐ Unsatisfactory

D

DISTRICT SCHOOL BOARD OF PASCO COUNTY
PROPERTY TRANSFER FORM

Please follow the steps below to properly process the transfer.

Step 1: Fill out all of the applicable boxes on the form.
Step 2: Have the School Principal or Department Director electronically sign the form.
Step 3: Click the E-mail button at the bottom to submit the form.

DATE: _____

FROM:
NAME AND TITLE OF PERSON COMPLETING FORM: _____
CONTACT TELEPHONE NUMBER: _____
 COST CENTER NAME: _____
COST CENTER NUMBER: _____
SIGNATURE OF PRINCIPAL/DIRECTOR: _____

METHOD OF TRANSFER:
☐ Distribution Services Pick-up
☐ District Personnel Name:

_____

TO:
COST CENTER NAME: _____
COST CENTER NUMBER: _____

LIST OF ITEMS

Bar Code ID	Detailed Description	Serial Number

RECEIVED BY:
NAME OF AUTHORIZED PERSON:_____
COST CENTER NUMBER: _____
COST CENTER NAME:_____
SIGNATURE OF AUTHORIZED PERSON:_____

TO BE COMPLETED BY DISTRIBUTION SERVICES (IF APPLICABLE):
 DATE PICKED UP: _____   DRIVER'S SIGNATURE: _____
 DATE DELIVERED: _____   DRIVER'S SIGNATURE: _____

Email

DISTRICT SCHOOL BOARD OF PASCO COUNTY
PROPERTY DISPOSAL REQUEST FORM

DATE: _____

REQUESTED BY:
NAME: _____
SIGNATURE: _____
COST CENTER NAME: _____
COST CENTER NUMBER: _____

LIST OF ITEMS PURCHASED

Barcode ID #	Detailed Description	Date Aquired	Book Value

APPROVED BY:
NAME OF PROPERTY AREA SPECIALIST: _____
SIGNATURE: _____
DATE: _____

DISTRICT SCHOOL BOARD OF PASCO COUNTY

MUNIS QSG
QUICK START GUIDE

Activity: **Disposal of Fixed Assets**

Locate Asset to be disposed
1. Navigate to **Asset Inquiry**
   Munis > Financials > Fixed Assets > Inquiries and Reports > Asset Inquiry
2. Click Search
   a. Input the asset number in the **Asset** field
   b. Click **Accept**
3. Click on the **Additional** tab
   a. Verify that the **Current book value** and the **Est. salvage value** are equal
   b. If these values do not match, the asset is not fully depreciated – contact the Conservation Recycling Office (CRO) for documentation to attach in Munis during disposal

Complete Adjustments and Retirements
1. Navigate to **Adjustments and Retirements**
   Munis > Financials > Fixed Assets > Fixed Asset Processing > Adjustments and Retirements
2. Click **Search**
   a. Input the number of the asset to be disposed in the **Asset** field
   b. Click **Accept**
3. Add all necessary supporting documentation using the **Attach** function
   a. Select the **Fixed Asset Attachment** document mapping
   b. Click **View Documents**
   c. Attach all supporting documentation, then click **Close Viewer** once finished
4. Click **Transactions**
   a. Select **Disposal** and click **OK**
   b. Click **Update**
      i. Input the **Effective date**, which must be provided by the disposal schedule sent out by CRO – if a message indicating that the **G/L Default Fiscal Year/Period** does not match the **Effective Date Fiscal Year/Period**, click **OK**
      ii. Input the **Retirement date**, which must match the **Effective Date**
      iii. Input a **Disposal code** or select one using the ellipsis
      iv. Tab to **Reason code** and input code (or select one using the ellipsis)
      v. Tab once – click **OK** if a message appears regarding the asset's depreciation date
      vi. Click **Release** – the **Approval** flag changes from **E** to **P** as the disposal enters workflow

Correct a rejected disposal
1. Navigate to **Adjustments and Retirements**
   Munis > Financials > Fixed Assets > Fixed Asset Processing > Adjustments and Retirements
1. Click **Search**
   a. Input the number of the asset with the rejected disposal in the **Asset** field
   b. Click **Accept**
2. Click **Transactions**
   a. Select **Disposal** and click **OK**
   b. A message stating that 'A transaction already exists for asset (number)' – click **Return**
   c. Click **Search**
      i. Input the asset number in the **Asset** field
      ii. Click **Accept**
   d. Click **Update** and adjust fields in need of correction
   e. Click **Accept** – the **Approval** flag will change from **R** to **E**
   f. Click **Release** – the **Approval** flag changes from **E** to **P** as the disposal re-enters workflow