

FIXED ASSET MANAGEMENT SYSTEM

Section I: GENERAL

The Jackson Public School District, as a part of the continuing effort to enhance accountability and control of public expenditures and assets in order to permit increased government operating efficiency, has established a comprehensive Fixed Asset Management System. While it is the primary responsibility of the Property Accounting Department to serve as custodian for the entire district-wide asset management system and its operation, it is also the duty of each principal or administrative department head or the designee at each location within the district to insure that the proper accounting is executed for all fixed assets under their supervision.

Section II: DEFINITION

Fixed assets are those tangible properties subject to repeated or continual usage whose useful life may reasonably be expected to exceed one year and whose unit cost is \$150.00 or more. Fixed assets should be distinguished from supply or inventory items intended to be consumed or expended. Fixed assets generally may be categorized as land, land improvements, buildings, or furniture and equipment. Equipment items permanently attached to the building are valued with the main building.

Section III: TRANSFERRING OF ASSETS

An "on-line" operations division job ticket shall be entered by designated parties, indicating the asset(s) to be transferred and where the asset(s) is to be relocated. A job ticket shall be entered for all assets prior to their relocation.

Section IV: RETIREMENT OF ASSETS

The "retirement of asset" is defined as any change of an asset from the active status it was given at the time of purchase. The correct form must be completed and the prescribed routing must be followed before any asset may be retired from active duty. No employee has the right to remove from service any asset which has not been designated as such by the proper designee of the superintendent.

Section V: FISCAL PHYSICAL INVENTORY

A physical inventory shall be conducted by the property accounting office at least once each fiscal year, with the assistance of school and office personnel.

Inventory checks assigned to the property accounting office, with the assistance of school and office personnel, shall locate and tag all assets with an acquisition cost of \$150.00 or greater. Upon completion of the physical inventory at each location, the compilation of the results of the inventory process shall be submitted as part of the district's annual audit.

Section VI: SALE OF SURPLUS PROPERTY

"When, in the opinion of Jackson Public School District Board of Trustees, the use of any property, other than real property, owned or held by the board, is unnecessary or undesirable for public school purposes, the board may sell such property either through bid or

Section VIII: DISCIPLINARY ACTION

Deviation from adherence to the policies and procedures for inventory counts and other practices as stated in the "Fixed Asset Management System Procedures Manual" is subject to disciplinary action. Procedures as stated in the "Fixed Asset Management System Procedure Manual" are mandatory.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 37-7-451 through 37-7-481; Mississippi Code of 1972

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August 16, 1993

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