

INVENTORY MANAGEMENT

Definitions

Acquisition Cost (generally) The cost of an asset, including the cost to ready the asset for its intended use. Acquisition costs may include or exclude ancillary charges, such as taxes, duties, protective in-transit insurance, freight, and installation, depending on how such items are addressed in the district's regular accounting practices.

Acquisition Cost (equipment) In addition to general acquisition costs, equipment acquisition costs are the net invoice price of the equipment, including the cost of any modifications, attachments, accessories or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired.

Acquisition Cost (software) In addition to general acquisition costs, software acquisition costs include development costs capitalized in accordance with generally accepted accounting principles.

Equipment B Tangible personal property, including information technology systems, having a useful life of at least one year and a per-unit acquisition cost of \$1,000 or more.

Sensitive Equipment Equipment with an acquisition cost of less than \$1,000 per unit but considered attractive or easily pilfered such as phones, tablets, audiovisual equipment and power tools.

Supplies B Tangible personal property that is not equipment or sensitive equipment.

Equipment

The superintendent or designee will maintain property records of equipment as required by law, including an inventory list. Documentation will include:

1. A description of the equipment.
2. The serial or other identification number.
3. The funding source, including the federal award identification number when applicable.
4. The name of the title holder, when applicable.
5. The acquisition date.
6. The original cost of the equipment.

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7. The location, use and condition of the equipment.
8. Records describing the ultimate disposition of the equipment, including the date of disposal and sale price.
9. The percentage of federal participation in the project costs for the federal award under which the equipment was acquired, when applicable.

Equipment Purchased with Federal Funds

Equipment purchased with federal funds must be used for the program or project for which it was purchased as long as the equipment is needed and the program or project continues, even if the program or project is no longer supported by a federal award.

During the time the equipment is being used on the program or project for which it was purchased, it must also be available for use on other programs or projects currently or previously supported by federal funds, provided that such use does not interfere with its use for the program or project for which it was originally purchased.

1. First preference for other use will be given to programs or projects supported by the awarding agency that financed the equipment.
2. Second preference will be given to programs or projects funded by awards from other federal awarding agencies.
3. Third preference will be given to non-federally funded programs or projects.

Maintenance

The superintendent or designee is responsible for budgeting for and scheduling regular maintenance of the equipment when it is recommended by the manufacturer. Damaged, broken or inoperable equipment will be repaired unless a determination is made by the administrator in charge of the department or program that the value of the equipment is less than the cost of the repair.

Preventing Loss, Damage or Theft

All district equipment will be tagged with an identification number, if feasible, immediately after it is acquired so that it can be easily tracked.

The superintendent or designee will assign staff to take a physical inventory of all equipment at least every two years to ensure that equipment is accounted for and missing equipment is promptly investigated. Any administrator, department head or supervisor is authorized to conduct a physical inventory of equipment used by a program or maintained in a building at any time.

Employees who receive equipment as part of their job duties will be required to acknowledge receipt of the equipment either electronically or in writing. Once received, it is that employee's responsibility to properly use and maintain the equipment, take reasonable steps to prevent damage, and immediately report lost or stolen equipment. The employee will be required to produce the equipment when the district conducts its inventory and at any time upon request. When an employee terminates employment or otherwise leaves the district, is reassigned to a position where the equipment is not needed, or is otherwise required to return the equipment, the employee will acknowledge, electronically or in writing, that the equipment was returned.

Disposition of Property

All property no longer of use to the district will be disposed of in accordance with state and federal law, Board policy DN and procedure DN-AP1.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented:

Revised: 10/20/2016

East Carter R-II School District, Ellsinore, Missouri