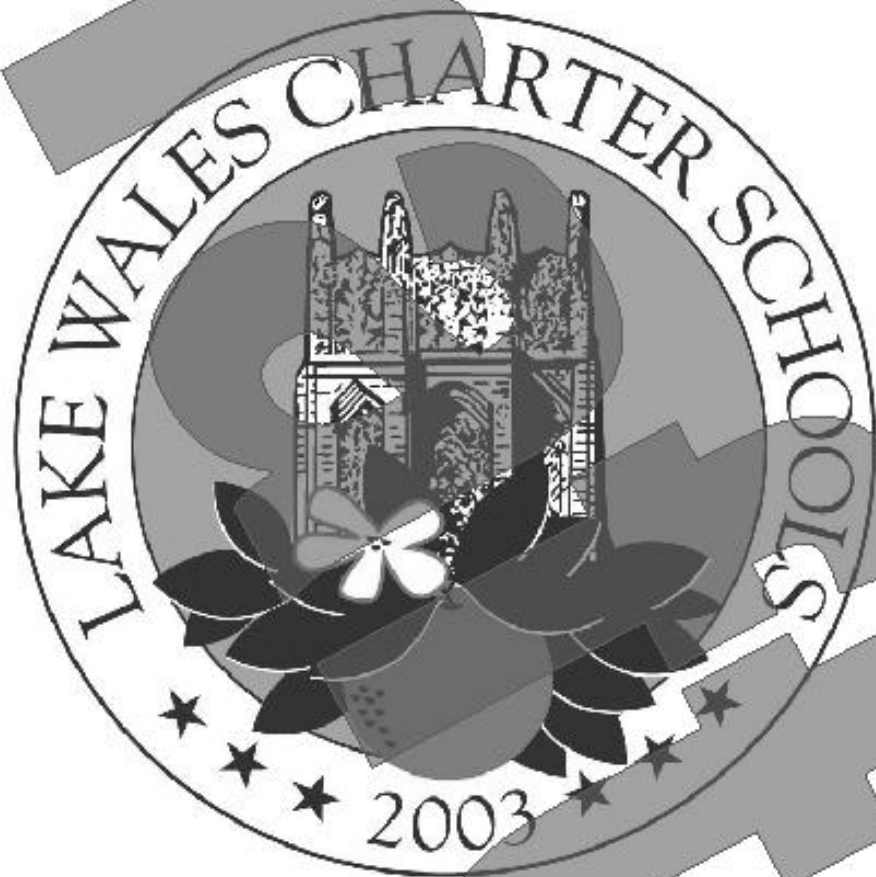


LAKE WALES CHARTER

# Property Custodian



Revised

Revised: 5/1/2012



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# LAKE WALES CHARTER SCHOOLS

## Property Custodian Responsibilities

The Principal/Site Administrator, as the Property Custodian, is responsible for all property assigned to his/her school or department. Each Property Custodian is responsible for maintaining accurate records and documentation for all property assigned to his/her custodianship. Each School in the Lake Wales Charter Schools System will conduct an annual audit of each location.

### Capitalization Rules:

Currently, the LWCS "capitalizes" software, equipment, computer-related equipment, and audio-visual materials costing in excess of \$749.99. This means any equipment costing \$750.00 (shipping included) or more is considered an "asset" and will be assigned an "Asset Number" for property record purposes. All items \$749.99 and under will also be inventoried.

Inventory is maintained by the use of "Asset Numbers" assigned to each item that is capitalized. These numbers will need to be printed at each location and are in the form of bar-coded labels. These labels are attached to the equipment, and LWCS will complete physical inventories annually to assure this is done correctly, and all equipment is accounted for properly.

Polk County School Board property auditors will continue to come annually to inventory equipment purchased with PCSB funds.



# LAKE WALES CHARTER SCHOOL

## Tangible Property Acknowledgement

Pursuant to established LWCS policies and procedures set forth by The Florida Department of Financial Services rule 691.73 regarding the processing and safeguarding of tangible property, the following responsibilities relate to the principal and/or designated property custodian:

- We are required to maintain adequate records of property in our custody. This shall include the following information upon acquisition either with a purchase order or a donation:

Identification #

Description/Make Model/Serial Number/Year

Physical Location

Name of Custodian

Date Acquired

Acquired Cost

- Property records forms require the information above. Information recorded shall include the name and signature of the Property Custodian.
- Annual physical inventory must be conducted.
- LWCS procedures state that all tangible property meeting the \$750 asset threshold must have an identifying bar code label affixed. If the asset was purchased with Federal Grant funds, the appropriate colored label will be affixed to the item as well.
- All tangible assets (as well as, any non-inventory items less than \$750 that are of such nature that they are susceptible to being stolen or misplaced) must be marked as "LWCS" using a permanent marker.
- Ensure that the movement to/from your location of tangible property meeting the \$750 asset threshold is processed through the principal/designated property custodian on the appropriate Property Transfer forms.
- Tangible property deemed obsolete or no longer of use to your location and costing under \$5000.00 per unit may be discarded according to disposition policies and procedures with the exception of Title One property.
- For tangible property meeting the \$750 asset threshold, your location should have a system in place to monitor the movement of such property between rooms for accountability purposes; this includes updating the room location through the Destiny Asset Manager Program.
- For tangible property items donated to your location, the principal/designated property custodian needs to complete the necessary acceptance of donation form.

- Retain copies of documentation for your location's files; such documentation includes transfer forms, additions reports (printed from Destiny Asset Manager), donation forms, repair form, equipment use contract forms, and disposition forms. Copies of such documentation can be of use during the audit process to support the current status of an equipment item.
- Ensure return of property signed out on all 'Equipment Use Contract' forms. All property leaving the premises must have a signed 'Equipment Use Contract' form on file with the property custodian. This includes property signed out to employees over the summer and assigned to employees who will no longer be employed by the LWCS System.
- In no case shall LWCS property be converted to personal use.

**I acknowledge having read the above and understand these responsibilities in my efforts to properly process and safeguard tangible property belonging to the Lake Wales Charter Schools System.**

Date

Location

Principal

PROVIDE SIGNED ORIGINAL TO DESIGNATED LWCS PROPERTY CUSTODIAN

RETAIN COPY FOR LOCATION'S FILE



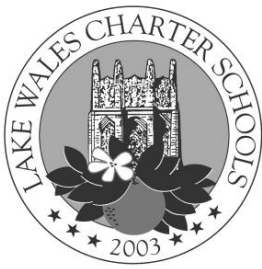
# Lake Wales Charter Schools

## Audit Preparation

In preparation for your annual audit, please ensure that your location's Property Custodian Assistant and Network Manager are available during the equipment audit. Please make sure that your staff is aware of this audit and that all equipment is on campus for viewing or that paperwork is on file with the Property Custodian.

- In order to locate your equipment quickly, update the room number or room name for property items using the Destiny Asset Manager program.
- Mark all equipment (including non-inventory technology equipment) as "LWCS" using a permanent marker.
- Prepare the necessary transfer/disposal forms for equipment items deemed surplus or obsolete and, if possible, arrange for disposal company to pick up the equipment prior to the audit. Keep records of all transferred/disposed items.
- Please ensure an Equipment Use Contract is completed and on file for all equipment that is assigned to staff. An Equipment Use Contract cannot be accepted for any new equipment. The equipment must be on site. **THIS FORM MUST BE COMPLETED FOR ALL EQUIPMENT LEAVING YOUR CAMPUS OVERNIGHT OR LONGER. A COPY MUST BE KEPT ON FILE WITH YOUR PROPERTY CUSTODIAN.**
- Please help expedite the completion of your audit by making sure barcode labels are placed on all equipment and are visible.
- Audits will be conducted by Principal/Designated Property Custodian within each school or from the LWCS system.





Lake Wales Charter Schools

## **Audit Acknowledgement**

Pursuant to LWCS policies and procedures established by The Florida Administrative Code 691-73.006 an annual audit of tangible property is conducted at each school.

Any property item found during the conduct of the inventory which meets the tangible property requirements and not listed on the form shall be added to the forms. After appropriate investigations, it may be added to the inventory.

Upon completion of the inventory, the data listed on the forms shall be compared with the individual property records. Noted differences shall be investigated and corrected as appropriate or the item shall be relocated to the location and property custodian shown in the individual property record.

Items not located during the inventory process shall be reported to the LWCS Office. If the item is not located after investigation, the record will be so noted. All stolen items will be reported to law enforcement.

Items not accounted for are reported annually to the Superintendent.

The fiscal year \_\_\_\_ annual physical inventory of property at your location has been completed.

By signing below, you acknowledge you have read the information and reviewed the audit results with the auditor.

- You were notified of the date your annual audit was to be conducted.
- You were notified what preparations were required.
- Submit a LOST OR STOLEN form for all items that cannot be accounted for and are presumed lost or stolen; this includes situations where insufficient documentation exists to support the disposition of the property. Unaccounted for property will remain on file for two consecutive audits.
- Upon receipt of the audit result, I will complete the required response to the Superintendent regarding the annual equipment discrepancy report, including corrective action steps.

# LAKE WALES CHARTER SCHOOLS SYSTEM

## Audit Acknowledgement

---

Principle Signature

---

Inventory Control Designee

---

Date

---

Date

---

Location Name

---

Location Name

PROVIDE SIGNED ORIGINAL TO PROPERTY INVENTORY AUDITOR DURING THE ANNUAL AUDIT RETAIN COPY FOR LOCATIONS FILE.

# LAKE WALES CHARTER SCHOOLS

## Asset Bar-Code Labels

Once goods have been received, asset bar code labels will be generated.

The bar-code label needs to be attached to the property. If the asset was purchased with Federal Grant funds, please affix the appropriate colored label as well.

The LWCS is audited on asset marking annually. Compliance is extremely important.

### Florida State Rule 691-73.004

(1) Marking of Property - Each property item shall be permanently marked with the identification number assigned to that item to establish its identity and ownership by the governmental unit holding title to the item. The marking shall visually display the property identification number of the item and may include an electronic scanning code ("barcode") to facilitate electronic inventory procedures.

## LAKE WALES CHARTER SCHOOLS

### Reporting Theft or Loss

If a site experiences a break-in, vandalism, theft or other form of malicious mischief resulting in the loss or damage of LWCS equipment, property or internal funds, a police report **MUST** be filed and an original LOST OR STOLEN form must be filled out (including police case identification numbers) and forwarded to Lake Wales Charter Office.

If a theft occurs while the property is off-premises, a police report must be filed. Upon returning to your work site, contact your supervisor to complete the LOST OR STOLEN form and send both forms to Lake Wales Charter Office.

All LOST OR STOLEN forms must be signed by the Principal.

## LAKE WALES CHARTER SCHOOLS

### PROCEDURES FOR RECEIVING NEW/DONATED PROPERTY

1. New or donated property labels will be completed by financial secretary and affixed to original packaging before distributed to property custodian for bar coding using Destiny Asset Manager.
2. If item is a donation, make sure the acceptance of donation form is completed.
3. Label (LWCS, school name, barcode number, and funding source) with a permanent marker and apply barcode label to equipment. Enter item information into Destiny Asset Manager.
4. Attach appropriate colored sticker indicating funding source.
5. Distribute to staff.

### PROCEDURES FOR DISPOSITION OF PROPERTY

1. Gather all property being disposed of into central location.
2. Record make/model/serial number/funding source etc into spread sheet and on property disposal form.
3. Send list of ALL property items to LWCS Property Coordinator, Kim Bearden in an email. LWCS Property Coordinator will verify property on list that is being disposed of for all property. If it is Title I, LWCS Property Coordinator will request permission from the DOE before any of the equipment can be removed. LWCS Property Coordinator will notify the school when she receives approval from the DOE. Please send the LWCS Property Coordinator a copy of the property disposal form once the items have been removed and the form completed.
4. Any equipment over \$5000.00 in value must have approval from the federal funding agency if purchased with federal funds or grants.
5. After all forms have been completed and approved, contact the disposal company for pick-up.



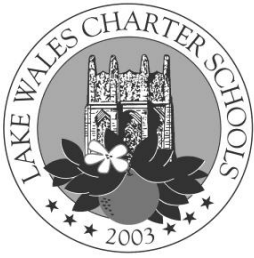


LAKE WALES CHARTER SCHOOLS

# Appendix

Inventory Forms





## LAKE WALES CHARTER SCHOOLS

### Authorized Signatures for LWCS Property Transactions

FOR SCHOOL YEAR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

LOCATION NUMBER: \_\_\_\_\_

PRINCIPAL/DEPT. HEAD: \_\_\_\_\_

As this location's Property Custodian, I authorize the following personnel from my school/department to sign property transaction forms. I understand that my signature is required for the Audit Acknowledgement and Tangible Property Acknowledgement forms.

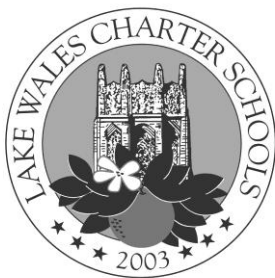
Please type or write in authorized signatures and maintain a copy of this form at your location.

Assistant Property Custodian \_\_\_\_\_ Title \_\_\_\_\_

Assistant Property Custodian \_\_\_\_\_ Title \_\_\_\_\_

Assistant Property Custodian \_\_\_\_\_ Title \_\_\_\_\_





# LAKE WALES CHARTER SCHOOLS

## Employee Equipment Use Contract

Per LWCS policy, the following form **MUST** be filled out when any school or district owned equipment is being taken off LWCS premises. The Property Custodian must keep a copy on file at the school or department. Another copy should be retained by the employee. Internal school or department forms are not accepted as a substitute for these forms. All property borrowed/assigned from LWCS is required to be returned during the site's annual physical inventory audit or if employee goes on a Leave of Absence. All equipment use contracts must be renewed annually.

### **Agreement:**

1. All employees who borrow or are assigned LWCS property must complete this agreement when tangible property leaves any LWCS site.
2. The Borrower must be an employee of LWCS.
3. The property is for school/Charter business only. It is not for personal use, and private purpose or gain is prohibited.
4. The Borrower agrees to accept full responsibility for equipment and agree to reimburse LWCS full repair cost on any damages or replacement cost for theft or loss incurred through employee negligence. Negligence is defined as: failure to exercise the care that a reasonably prudent person would exercise in like circumstances.
5. The Borrower agrees to be the sole user of this equipment.
6. The Borrower agrees to return the property on or before the date specified below. Failure to return the property on or before the date specified may result in demand for reimbursement of the replacement value.
7. The Borrower agrees to return the property at any time when asked to do so by the Property Custodian.
8. Upon termination of employment, all LWCS property **MUST** be turned in to the Property Custodian. Failure to do so will be considered a theft and a police report will be filed.

### **Procedures:**

1. Any employee using LWCS property must use all reasonable precautions to protect such property in their sole care, custody and control.
2. Particular care must be given to safeguarding property during the storage and transportation of such property. Over holidays, evenings and weekends, property must be secured properly.
3. If LWCS property is stolen from an employee's home or vehicle, the employee may file a claim for recovery from their insurance company; any amount not recovered through insurance is the employee's responsibility.

4. Special attention must be paid to highly desirable and easy to remove property such as laptop computers, cameras and other technology items. Personnel should maintain direct possession and control of this property while on district premises. Property must not be left in an unsecured conference room, classroom, office or storage area.

5. The police must be notified immediately upon becoming aware that property has been stolen or damaged. Lost property must also be immediately reported to the Property Custodian.

### **Instructions:**

1. Fill in the form below.
2. The "scheduled return date" (4) must not be later than the end of the school or fiscal year, as appropriate.
3. When the equipment is returned, be sure to complete the Date Returned section.
4. If the equipment will travel daily with the employee, please note in section (5).
5. Get an approval signature from Property Custodian **prior** to the release of equipment to the employee.

1.) School/Department Name \_\_\_\_\_ Location No. \_\_\_\_\_

2.) I (print name) \_\_\_\_\_, have the following equipment in my possession:

ITEM (make & model): \_\_\_\_\_

Property Asset (Barcode) Number \_\_\_\_\_ Serial Number. \_\_\_\_\_

3.) Date/Time removed from LWCS property location \_\_\_\_\_

4.) Scheduled return date \_\_\_\_\_

Verified by Property Custodian: \_\_\_\_\_

5.) Reason for Employee Equipment Use \_\_\_\_\_

6.) Address/Phone No. where equipment will be primarily located while in the employee's possession.

Street \_\_\_\_\_

City, State, Zip code. \_\_\_\_\_ Phone \_\_\_\_\_

**7.)**

- i) I UNDERSTAND THE ABOVE EQUIPMENT IS THE PROPERTY OF LAKE WALES CHARTER SCHOOLS, AND I HAVE A DUTY TO SAFEGUARD THE EQUIPMENT AT ALL TIMES WHILE IN MY CARE.
- ii) I UNDERSTAND THAT SURGE PROTECTION IS REQUIRED ON ANY ELECTRICAL EQUIPMENT AND I AM RESPONSIBLE FOR USING THIS PROTECTION.
- iii) I UNDERSTAND THAT IF THE EQUIPMENT IS LOST OR STOLEN WHILE IN MY CARE, CUSTODY AND CONTROL, I AM RESPONSIBLE TO FILE A POLICE REPORT WITH THE APPROPRIATE AGENCY, AND PROVIDE A COPY OF SUCH REPORT TO THE PROPERTY CUSTODIAN.

- iv) I AGREE TO RETURN THE ABOVE EQUIPMENT IN THE SAME CONDITION IT WAS IN UPON CHECKOUT AND AGREE TO PAY FOR REPLACEMENT DUE TO LOSS OR DAMAGE BEYOND REPAIR THAT MAY OCCUR WHILE IT IS ASSIGNED TO ME. REPLACEMENT COST IS CONSIDERED THE COST TO PURCHASE NEW EQUIPMENT.
- v) I AGREE TO USE THE EQUIPMENT FOR SCHOOL PURPOSES ONLY, AND UNDERSTAND THAT I WILL BE RESPONSIBLE FOR INJURY OR DAMAGES CAUSED BY ANY INAPPROPRIATE OR UNAUTHORIZED USE OF THIS EQUIPMENT.
- vi) I HAVE READ LAKE WALES CHARTER SCHOOLS POLICY AND UNDERSTAND THE LOST/STOLEN/DAMAGED REPAYMENT PLAN, SHOULD THIS EQUIPMENT BE LOST, STOLEN OR DAMAGED DUE TO NEGLIGENCE WHILE IN MY CUSTODY OR CONTROL.
- vii) I WILL NOT BE HELD RESPONSIBLE FOR ANY REPAIRS RESULTING FROM NORMAL AND ORDINARY USE OF SUCH EQUIPMENT.
- viii) I UNDERSTAND I CAN CHOOSE TO OBTAIN, AT MY OWN EXPENSE, A RIDER TO MY HOME OWNER'S OR RENTER'S INSURANCE FOR THE PURPOSE OF COVERING THE COST OF THIS EQUIPMENT.

SIGNED BY EMPLOYEE: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Employee #: \_\_\_\_\_

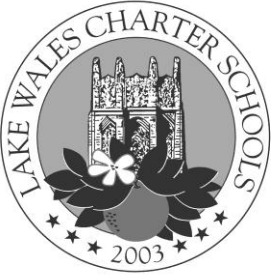
APPROVED BY PROPERTY CUSTODIAN: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Employee #: \_\_\_\_\_

---

#### HOLD HARMLESS AGREEMENT

To be eligible to receive equipment for home use, the borrower must sign the hold harmless agreement on the next page



## Lake Wales Charter Schools

### **Hold Harmless Agreement**

INDEMNIFICATION: The BORROWER shall indemnify and hold harmless the Lake Wales Charter Schools, its agents and employees from and against all claims, suits, actions, damages or causes from action arising from personal injury, loss of life or damage to property or both, resulting directly or indirectly from the use of LWCS equipment.

---

Signature of Borrower

All property borrowed/assigned from LWCS is required to be returned during the site's annual physical inventory audit or if employee goes on a Leave of Absence. All equipment use contracts must be renewed annually.

---

Initial



Description: \_\_\_\_\_

Date Acquired: \_\_\_\_\_

Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Purchase Company: \_\_\_\_\_

Description: \_\_\_\_\_

Date Acquired: \_\_\_\_\_

Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Purchase Company: \_\_\_\_\_

Description: \_\_\_\_\_

Date Acquired: \_\_\_\_\_

Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Purchase Company: \_\_\_\_\_

Description: \_\_\_\_\_

Date Acquired: \_\_\_\_\_

Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Purchase Company: \_\_\_\_\_

Description: \_\_\_\_\_

Date Acquired: \_\_\_\_\_

Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Purchase Company: \_\_\_\_\_

Description: \_\_\_\_\_

Date Acquired: \_\_\_\_\_

Cost: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Purchase Company: \_\_\_\_\_



Location #	Location Name	Print Name	Signature	Date
------------	---------------	------------	-----------	------

Location Name	Print Name	Signature	Date
---------------	------------	-----------	------

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Yes      No

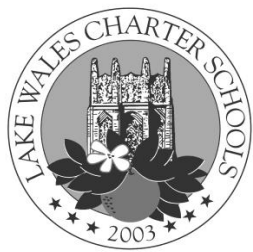


Location #	Location Name	Print Name	Signature	Date
------------	---------------	------------	-----------	------

Location #	Location Name	Print Name	Signature	Date
------------	---------------	------------	-----------	------

TRANSFERING PROPERTY CUSTODIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TRANSFERING PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **EQUIPMENT ON LOAN IN LAKE WALES CHARTER SCHOOLS**

The following school owned equipment from Location \_\_\_\_\_ has been loaned to the following school/Department \_\_\_\_\_

EQUIPMENT TYPE: \_\_\_\_\_

LAKE WALES CHARTER BARCODE NUMBER: \_\_\_\_\_

MANUFACTURER NAME: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

EQUIPMENT INCLUDED THE FOLLOWING ACCESSORIES: \_\_\_\_\_

EQUIPMENT CONDITION: \_\_\_\_\_

Is located at the following site :

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Under the supervision of:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

The equipment is to be reasonably safeguarded while at this location. The equipment will be kept clean.

The equipment and/or the accessories will be returned when it is requested by the Property Custodian.

APPROVED BY (Property Custodian): \_\_\_\_\_ DATE: \_\_\_\_\_

RETURNED (Property Custodian): \_\_\_\_\_ DATE: \_\_\_\_\_



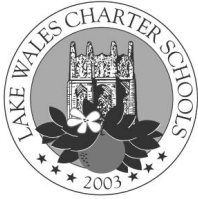
# LAKE WALES CHARTER SCHOOLS

## Property Repair Form

From: \_\_\_\_\_  
School Name

Bar Code	Serial #	Description	Reason for Repair	Repair Company	Date Sent	Date Returned





# LAKE WALES CHARTER SCHOOLS

## STOLEN OR MISSING ITEMS REPORT REPORT OF VANDALISM, THEFT, MALICIOUS MISCHIEF AND OTHER LOSSES

**INSTRUCTIONS:** This report to be prepared immediately after a loss by the building Principal. Send the original to the Director of Finance for comments, recommendations and signature and keep one copy for your records.

**Must be legible or will be returned.**

CONTROL#

**Type of Loss:** Theft ☐ Vandalism ☐ Inventory Missing/Lost ☐ Other ☐

Name of School or District \_\_\_\_\_ Location#: \_\_\_\_\_  
Dept \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Approx. Time: \_\_\_\_\_

Name of Investigating Officer: \_\_\_\_\_ Case#: \_\_\_\_\_  
Badge No. & Tel No. \_\_\_\_\_  
Department Investigating: City Police Dept. ☐ Sheriff's Dept ☐ Other Dept. ☐

How was entry into the building made:

Damage to Building? ☐ Damage to equipment? ☐  
Estimated cost to repair building? \_\_\_\_\_ Estimated cost to repair equipment? \_\_\_\_\_

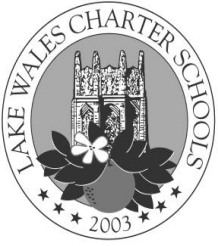
### List of school property stolen or missing:

Asset#	Make/Model/Mfg	Serial#	Description of item*	Cost	Date Acquired
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(List additional items on second page of report)\* **If item is a computer see page 2**

Were any school funds stolen? ☐ Amount \$ \_\_\_\_\_  
What account or organization did the funds belong to? \_\_\_\_\_  
How were the District properties/funds safeguarded? \_\_\_\_\_

### Circumstances regarding theft or loss:



# LAKE WALES CHARTER SCHOOLS

## STOLEN OR MISSING ITEMS FORM

REPORT OF BREAK-INS, VANDALISM, THEFT,  
MALICIOUS MISCHIEF AND OTHER LOSSES

### ADDITIONAL LISTING OF SCHOOL PROPERTY STOLEN OR MISSING

Page 2

List of school property stolen or missing:

Asset#	Make/Model/Mfg	Serial#	Description of item*	Cost	Date Acquired

If item(s) were stolen while in the possession of a staff member off school premises, was a homeowners' or car insurance claim filed? Explain.

### CERTIFICATION BY PROPERTY CUSTODIAN AND PRINCIPAL

I certify that to the best of my knowledge, the proceeding statements are true and complete.

Date

Signature Inventory Control Designee

Date

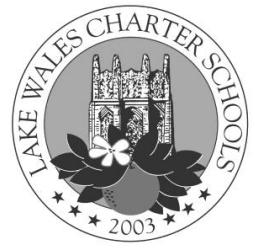
Signature Principal

### DIRECTOR OF FINANCE COMMENTS:

Date:

Signature:





## ACCEPTANCE OF DONATIONS

Donor Name: \_\_\_\_\_ Recipient: \_\_\_\_\_  
 Donor Company Name: \_\_\_\_\_ Recipient Phone #: \_\_\_\_\_  
 Donor Address: \_\_\_\_\_ Donor Phone #: \_\_\_\_\_  
 Donor Fax: \_\_\_\_\_

INFRACTION				
ITEM	MAKE	MODEL #	SERIAL #	\$VALUE

Recipient Signature \_\_\_\_\_ Date [Click here to enter a date.](#)  
 Recipient Title \_\_\_\_\_ Date [Click here to enter a date.](#)  
 School/Department \_\_\_\_\_