

Fixed Asset Inventory Control and Surplus Removal Procedures

All rights and titles to District property, whether real or personal, are vested in the board. Equipment that is no longer used, obsolete, inoperative or irreparable must be disposed of in an appropriate manner.

A blank form is located on the Hays CISD website under Finance Forms & Publications, and the FA form will be located under General Forms.

The Fixed Asset Inventory Control and Surplus Removal form is to be used when Hays CISD asset tags or Property of Hays CISD tags are affixed on any surplus item(s) you are requesting to be removed from campus/department due to a transfer, on loan to another campus/department, disposal or to be placed on auction.

For new purchases over \$500, please refer to the Administrative Procedures Manual provided by the Finance Department.

The following steps **MUST** be taken in order to **remove** surplus items labeled with either tag.

- A Fixed Asset Inventory Control form for deletion must be filled out for each item unless you have numerous desks, chairs, A/V equipment, etc. (items that are all the same brand/style), one form may be filled out, with an attachment of all Hays CISD asset tag numbers. For items without a Hays CISD asset tag, please enter N/A.
- For the removal of surplus items with **Property of Hays CISD** tags (under \$500) check Yes on the form and email copies of forms to: cathy.williams@hayscisd.net. Once form is received, a work order will be entered for removal. (reminder: these items are to be tracked in-house and there is no need to email to accounts payable.)
- Please fill out the form completely (Sections 1-3), and with **required** signatures in Section 2.
- The reason for removal/deleting from inventory must be entered in (Section 3) along with the condition of the item - good, fair or poor. Please indicate if the item was in working condition at time of removal (if applicable).
- Once the forms have been filled out and Hays CISD asset tag numbers have been entered (if applicable) on the form, it is the responsibility of the campus/department to **use a permanent marker to cover the district name and number assigned.**

- For any item labeled with a Hays CISD asset tag form(s) are to be emailed to accounts.payable@hayscisd.net and Cc: cathy.williams@hayscisd.net. Once copies have been received by M&O, a work order will be entered for removal.
- For any item labeled with the new Property of Hays CISD tags (under \$500), these items will be tracked in-house by the campus/department secretary. You **do not** need to email to accounts.payable@hayscisd.net. Please email to: cathy.williams@hayscisd.net.

The Maintenance Department is receiving far too many surplus items with Hays CISD asset tags not marked through.

- If tagged asset items are being transferred to another campus/department, please check box in Section 1 and fill out Sections,2 and 3. Email copy to accounts.payable@hayscisd.net and submit a work order for the transfer request
- If tagged asset items are on loan to another campus/department, **PLEASE DO NOT MARK THROUGH TAG**. Submit a work order for the loaned item to be delivered and indicate when it should be returned back to its original location.

Please do not attach the original form or copies of forms to the surplus items.

Maintenance and Operations **will not** accept unauthorized surplus items via pony delivery, and please do not ask maintenance personnel who may be on-site due to projects/work orders to pick up surplus items.

*****If surplus items are removed from the Beacon Hill warehouse and delivered to a campus/department, it is the responsibility of the campus/department to fill out a Fixed Asset form showing that the items have been added to your inventory list. After completing the form(s) email to accounts.payable@hayscisd.net*****

Pick up Dates for Surplus Items

Maintenance and Operations Department will pick up surplus item three times per year. An email will be sent in advance to inform the day M & O will be available to pick up surplus items. It will be the campus/department's responsibility to ensure that M & O has received copies of the Fixed Asset Inventory Control forms prior to pick up.