

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 706-AR-0. PROPERTY/INVENTORY RECORDS

Property and inventory records will be maintained and updated by designated staff in accordance with established timelines.

The Business Manager or designee will maintain a system of inventory of property records which will note, as appropriate to the item recorded, the following information:

1. Description and identification.
2. Manufacturer.
3. Year of purchase.
4. Initial cost.
5. Location.
6. Condition and depreciation.
7. Current valuation, in conformity with insurance requirements.

Accurate property and inventory information is dependent upon the completion of required forms by designated staff that record current inventory, additions, changes, losses and disposals.

### Lost/Missing Equipment

District employees are required to report all incidents of damaged, lost or stolen equipment:

1. When any equipment is damaged, lost or stolen, the employee responsible for the item(s) will report the incident to the building principal or immediate supervisor.
2. The building principal or immediate supervisor will give the employee the Report Of Equipment Incident form, which will be completed by the employee and returned to the administrator.
3. The principal or supervisor will review the information on the form, sign the form and send a copy to the Business Office and the employee who originated the claim.

4. In cases of theft, the principal or supervisor will contact local law enforcement and complete any required paperwork.
5. Business Office staff will take the appropriate follow-up steps, which may include:
  - a. Filing an insurance claim.
  - b. Making copies of invoices.
  - c. Completing a Fixed Asset Change Form.
  - d. Contacting other departments as necessary, such as maintenance, technology.

The district may decide not to replace damaged, lost or stolen equipment, based on the recommendation of the building principal or immediate supervisor.