

Inventories

Responsibility

It is the responsibility of the Fiscal Services Department to process all documents related to the addition, deletion or intra-district movement of equipment. The Fiscal Services Department is also responsible for providing current equipment inventory listings to all site administrators. Site administrators are responsible for conducting an annual review, no later than June 30, of facility inventory. Site administrators are responsible for notifying the Fiscal Services Department upon completion of the annual inventory, including a report of any variances from the district equipment inventory listing.

Whenever a new principal or department head is appointed, it is the responsibility of this person to see that an accurate physical inventory is completed. The Fiscal Services Department must be notified upon completion of the physical inventory.

Additions to Equipment Inventory

Additions to equipment inventory will be derived from purchasing documentation. All equipment inventory will be labeled in a visible location with a Fresno Unified School District Inventory Control tag. The inventory label will be placed on all equipment items received through the district warehouse by warehouse staff. All equipment items delivered directly to the site or donated directly to site will obtain an inventory label from the Purchasing Department for placement on that item.

Deletions to Equipment Inventory

1. Deletions to equipment inventory through burglary, vandalism--site administrators are responsible for ensuring that appropriate staff members complete a burglary and vandalism report for all losses in equipment inventory. The report must be submitted to the Risk Management Department with a copy to Fiscal Services Department for update to the equipment inventory system.
2. Surplus Property--all equipment inventory items deemed to be surplus property must be transferred to the district warehouse via a Delivery Order and Transfer Authorization (DOTA). A copy of the DOTA request must be submitted to the Fiscal Services Department for update to the inventory control system.
3. The Fiscal Services Department must be notified immediately of all other deletions to the equipment inventory (e.g., mysterious disappearance)--should there be any other means for deletions to the equipment inventory.

Intra-District Movement of Equipment Inventory

Any transfer of equipment from one school/department to another within the district must be documented on a Delivery Order and Transfer Authorization (DOTA) with a copy submitted to the Fiscal Services Department for update to the inventory control system.

Loan of Equipment

The temporary transfer or loan of furniture or equipment from one facility to another for district-sponsored projects or programs should be initiated on a Delivery Order and Transfer Authorization form. Furniture and/or equipment that is to be relocated temporarily for other than district-sponsored projects or programs should be recorded and proper billing made to the requesting organization, i.e., PTA, Booster Club, etc.

Use of Equipment

District-owned furniture and equipment is not to be removed from district property without administrative approval. The use of district equipment for any purpose other than that for which it was purchased, is prohibited.

Audiovisual Equipment

All audiovisual equipment assignments and maintenance will be accomplished by the Maintenance and Operations Department. Transfer of audiovisual equipment will be on a Delivery Order and Transfer Authorization form in the same manner as other furniture and equipment.

Replacement of Equipment

Replacement of equipment is subject to budget limitation.

Personal Equipment Property

Employees who choose to bring their personal equipment to the workplace must assume the risk of damage or loss of that property.

Personal property such as eyeglasses or prosthesis damaged in the line of duty will be reimbursed at actual cost, based upon written documentation.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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