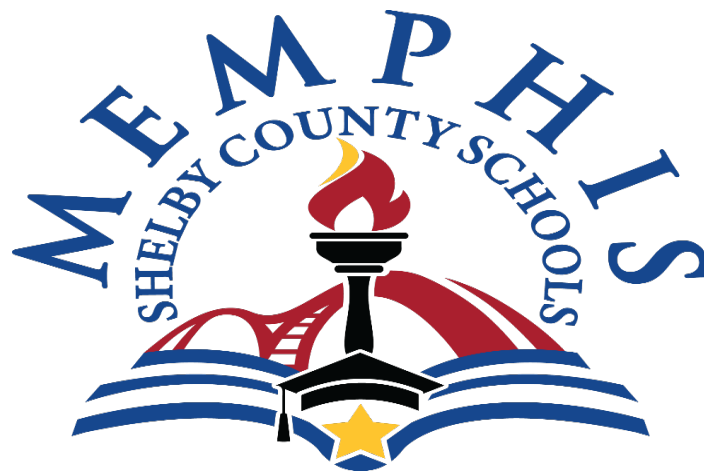


# Memphis – Shelby County Schools



## FEDERAL AND INTERNAL CONTROL OPERATING PROCEDURES MANUAL

Charter, Private and N & D Schools

Business Operations  
Office of Asset Management

September 2023

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **INTRODUCTION**

The purpose of this handbook is to provide a systematic approach to managing the guidelines, policies, and procedures of all equipment purchased with federal funds. The information in this handbook will promote uniformity in operations and assist faculty and staff with compliance with of all equipment purchased with federal funds. Policies and procedures are reviewed throughout the year with appropriate staff and developed in conjunction with Federal Programs to ensure uniformity. This handbook is subject to change at any time. Any questions not addressed in the handbook should be directed to MSCS Federal Program Inventory Manager.

The intent of Asset Management in junction with Federal Programs is to “help all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state and academic standards and assessments.” The purpose of Federal Programs is to “enable schools to provide opportunities for at-risk and disadvantaged children to acquire the knowledge and skills contained in the challenging State content standards and to meet the challenging State performance standards developed for all children.” Federal Programs “supplement” and not supplant what the required Local and State funds provide.

**THIS ENTIRE DOCUMENT DESCRIBES THE REQUIREMENTS FOR ALL FEDERAL PROGRAMS AND CARES ACT, CRRSA ACT, and ARP ACT IN THE MEMPHIS-SHELBY COUNTY SCHOOL SYSTEM (MSCS)**

**ALL SCHOOLS INCLUDES ALL TITLE I CHARTER, PRIVATE and NEGLECTED & DELIQUENT SCHOOLS.**

### **Asset Management Contact Information:**

**Main Office 901.416.2830**

**Fax: 901.416.9964**

**Email: [AssetManagement@scsk12.org](mailto:AssetManagement@scsk12.org)**

Memphis – Shelby County Schools – Federal & Internal Operating  
Procedures for Asset Management

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**TABLE OF CONTENTS**

<b>MISSION STATEMENT &amp; PURPOSE .....</b>	<b>4</b>
<b>EQUIPMENT AND REAL PROPERTY .....</b>	<b>5</b>
<u>Definitions .....</u>	5
<u>Goals and Objectives .....</u>	5
<u>Responsibilities .....</u>	6
<u>Requisition of Equipment .....</u>	6
<u>General Procedures .....</u>	6
<u>Change of Administrator .....</u>	6
<b>INVENTORY MANAGEMENT .....</b>	<b>7</b>
<u>Asset Inventory Designee .....</u>	7
<u>Acquirement &amp; Receipt of Assets .....</u>	8
<u>Tagging of New Assets .....</u>	8
<u>Reimbursement Process .....</u>	9
<b>PHYSICAL INVENTORY .....</b>	<b>10</b>
<u>After the Physical Inventory .....</u>	11
<u>Off-Site Use of Equipment .....</u>	11
<u>Procedures for Disposition of Equipment .....</u>	11
<u>Various Equipment Dispositions .....</u>	11
<u>Traded/Defective Equipment .....</u>	11
<u>Disposal .....</u>	12
<u>Broken/Lost Assets .....</u>	12
<u>Theft of Equipment or Technology .....</u>	12
<u>Stolen Equipment .....</u>	12
<u>ESSA/ESSER/IDEA .....</u>	12
<u>Personal Property .....</u>	12
<u>Employee Leave/Retirement .....</u>	13
<u>Monitoring of Equipment and Inventory .....</u>	13
<b>APPENDIX .....</b>	<b>14</b>
<b>SAMPLE FORMS .....</b>	<b>16-20</b>

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **MISSION STATEMENT**

The Office of Asset Management mission is to ensure the fiscal integrity of Memphis-Shelby County Schools through the effective management of all its Fixed Assets. The Office of Asset Management aim is to provide prudent fiscal stewardship and maintain accurate, complete, and up-to-date records of all Fixed Assets.

To ensure that the schools have the necessary tools to improve student achievement by focusing on every student, in every classroom, every day to meet the district's goals.

## **PURPOSE**

The purpose of Asset Management is to ensure all fixed assets are capitalized (\$5,000 and up) and non-capitalized equipment (computers, peripherals, band instruments, telecommunication equipment, etc.) owned by the District. In addition, it is also our mission to track the life cycle of all Memphis-Shelby County Schools assets from acquisition to retirement regardless of the funding source and to ensure compliance with all policies, federal and state guidelines. Integrity and personal responsibility are the hallmarks of our daily interactions.

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **EQUIPMENT AND REAL PROPERTY**

These procedures apply to all Federal Programs, State and Local Funding.

Memphis-Shelby County Schools recognizes that the purpose of Federal Programs funds is to enable our schools to provide opportunities for at risk and disadvantaged children to acquire the knowledge and skill contained in the challenging state academic standards and to meet these standards. A process to maintain financial management systems that substantially comply with federal systems management requirements, adequate internal controls for the purchase, management, and inventory of equipment will ensure that the equipment is used, maintained, and disposed of according to State Law and Federal Regulations and Guidelines.

### **DEFINITIONS**

#### **Equipment:**

Equipment is defined as “all items” used in an operation or activity and includes machinery, implements, tools, vehicles, band instruments and other apparatus with a minimum useful life expectancy of five (5) years. Sensitive minor equipment includes computers, external peripherals, weapons, etc., as indicated in Memphis-Shelby County Schools BOE Policy 3013 Inventory Management.

#### **Inventory:**

Inventory is maintained in an inventory database that identifies all the required components to identify each inventoried item. Physical inventories are conducted once a year. Supporting documentation of the physical inventory is kept at each school site’s location and the Office of Asset Management.

**The site’s inventory should be current and available for review and audit as per 2 C.F.R. 200.311, 2 C.F.R. 200.313 and 2 C.F.R. 200.439 states the following information must be included in the recipient’s inventory records:**

### **GOALS & OBJECTIVES**

- Stewardship: Ensure personnel are accountable for assets/equipment within their immediate area of responsibility through professional development, internal communications, and accountability.
- Accuracy: Complete an annual wall-to-wall physical inventory to establish data tracking baseline for each fixed asset to ensure integrity, control redundancy, and data analysis.
- Efficiency: Develop and maintain data-driven operational procedures and timelines in collaboration with schools, key department staff, and external stakeholders.

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **Responsibilities:**

Management personnel, i.e., school principals, administrators, secretaries, teachers, department managers/head, etc. are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. Accountability includes inventory, control, movement, and maintenance of all equipment in their immediate area of responsibility.

Responsibility lies with every individual utilizing district assets/equipment for the performance of his or her duties and must adhere to the following procedures regarding the reporting, control, and disposition of all district equipment.

All personnel shall maintain up-to-date records and submit required forms as necessary to fully inform the Office of Asset Management; with respect to the adds, transfers, loss, stolen, and damage and/or misuse of district property in order that the Office of Asset Management may properly carry out its responsibilities.

## **Requisition of Equipment:**

All equipment purchases made with federal funds will be in accordance with all federal regulations and guidelines of the funding source, must be necessary, reasonable, allocable, and allowable. All equipment will be used based on the funding source that paid for such equipment.

## **General Procedures:**

All equipment will be properly identified and labeled for inventory tracking. All equipment purchased with federal funds will be labeled to identify the funding source and the fiscal year of purchase along with an MSCS asset tag.

The school shall retain such property in a program as long as there is need for such property to accomplish the purpose of the program for which it was purchased. The inventory must be current and available for periodic cycle counts and/or physical inventory.

## **Change Of Administrator:**

When there is a change of administrator who is responsible for fixed asset inventory at their site, a physical inventory of the equipment will be conducted by the new administrator. The results of the physical inventory audit are to be forwarded to the Office of Asset Management or emailed to [AssetManagementAdministrators@scsk12.org](mailto:AssetManagementAdministrators@scsk12.org).

## **POLICY VIOLATION:**

Any property that is disposed of without following proper procedures is an indirect violation of the District's Inventory Management Policy 3013.

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## INVENTORY MANAGEMENT

### Asset Inventory Designee-Federal Equipment:

The principal and/or his designee will be responsible for reporting all newly acquired equipment to the Office of Asset Management on the Federal Inventory Receipt Form (FIRF) along with a copy of the Reimbursement form. All additions, transfers, moves, disposals, physical inventory findings, etc. must be reported to the Office of Asset Management within a timely manner.

- Description of inventory items
- Unit Cost
- Funding Source
- Model Number
- Purchase Order Number
- Location/Room Number
- Condition of Property (new, used, good)
- MSCS Asset Tag Number
- Acquisition Date
- Serial Number
- Use of equipment and who is using the equipment
- Disposition Date

Completion of inventory includes noting the condition of the equipment, identifying equipment for replacement or disposal, and adding new items. The inventory database must be updated as equipment items are disposed, transferred or new purchases are made.

***Adequate safeguards must be in place related to the loss, damage, or theft of the equipment. Any loss, damage, or theft should be investigated and fully documented.***

The following process will be followed:

1. Federal Guidelines states: Equipment (including pilferable items) purchased with federal funds will be marked with information on the program and purchase year. Significant technological items are now available for under \$500.00. For inventory purposes, Memphis-Shelby County Schools, inventories all “Significant technological items” with a unit cost of \$100.00 will be inventoried. For example: digital cameras, iPads, Microsoft tablets, laptops, and computers that may be easily lost or stolen and are defined as having a useful life of more than one year.
2. A physical inventory of the property must be taken, and the results reconciled with the property records once per year. The Office of Asset Management will coordinate with school leaders regarding annual physical inventory. The inventory must also be signed and dated by the Principal/Administrator or Asset Management. A physical inventory must be conducted of property located in all Title I, Charter and Non-Public schools including N&D Facilities, annually.

## Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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3. All equipment must be disposed of according to guidance from The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Rewards (2 C.F.R. Part 200.313(e) and T.C.A. § 49-6-2007.

### **Acquirement & Receipt of Assets:**

- The Office of Asset Management should be contacted by the school's designee after the equipment has been received and verified at the school with an acquisition cost of \$100 -\$4999. School sites seeking reimbursements should follow the reimbursement process outlined on page 9.
- Capitalized equipment (over \$5,000 per item) – Asset Management should be contacted immediately by the school within 3-5 business days to ensure equipment is trackable within the inventory database.
- Schools must complete the Federal Inventory Receipt Form (FIRF) in its entirety for all newly received equipment purchased with federal funds.
- Forward the completed Federal Inventory Receipt Form (FIRF) along with Reimbursement Request to the Charter School Advisor, Federal Programs.
- Reimbursement Requests should include:
  - Reimbursement request number.
  - Copy of proof of payment (canceled school check/CC Statement, packing list and other supporting documentation).
  - A detailed itemized list of items purchased on the Federal Inventory Receipt Form
- All newly purchased trackable equipment with federal funds must include description, model, serial number, P.O. number, funding source, unit cost, etc. Please refer to page 7 Federal and Internal Control Procedures Manual and/or MSCS Inventory Procedures Manual, page 4, section 1.

### **Tagging of New Assets:**

- The Office of Asset Management will contact the site's Federal Programs POC within 3-5 business days after receipt of the approved reimbursement request(s) for new equipment from Federal Programs Charter School Office.
- The Federal Programs Inventory Manager will schedule a time for a site visit to inventory and tagged the new equipment.
- All moveable equipment should be in a centralized area and separated by the MSCS Reimbursement Number(s) to ensure limited disruption to classroom instruction. MSCS associates should be escorted to rooms with stationary equipment, i.e., HDTV, interactive boards.
- After the item has been assigned an asset tag number by the Office of Asset Management, an MSCS asset tag is affixed to the equipment along with the federal project or program label.

***Note: Each school site should retain a copy of the Federal Inventory Receipt Form and supporting documentation for all equipment purchased with federal funds in the school file for monitoring purposes.***



## Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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### **Reimbursement Process:**

- Charter Schools make a purchase request.
- Items are delivered to the Charter School location.
- Charter School designee receives the items.
  - a. The charter school designee should physically count all items and then sign the delivery slip or packing slip.
  - b. The signed slip should be given to the Charter School person who will be completing the reimbursements.
  - c. **Items must be tagged by Asset Management before they can be distributed.**
- The Charter School should process payment to the vendor for the items received.
- Charter School prepares the reimbursement. See list below of items that must be included with the reimbursement request.
  - d. Invoice
  - e. Proof of Delivery (Signed Packing Slip of Delivery Slip)
  - f. Proof of Payment:
    - i. Canceled Check(front/back)
    - ii. School Credit Card Statement
    - iii. E-Payment Statement
    - iv. Bank Statement showing the cleared payment (Circle or highlight the cleared debit on the bank statement).
  - g. The complete Federal Inventory Report Form in its entirety
    - i. Dated Ordered
    - ii. Item Description
    - iii. Serial Number
    - iv. Model Number
    - v. Purchase Order Number
    - vi. Program/Project
    - vii. Budget Codes
    - viii. Acquisition Date
    - ix. Acquisition Cost
    - x. Vendor
    - xi. Quantity Order
    - xii. Location/Campus
- Reimbursement request is submitted to the MSCS Charter School Advisor for processing.
- MSCS Charter School Advisor will review all support and if approved will upload the documents to the Asset Management Sharepoint Site.
- Asset Management will download the documents and schedule a visit with the charter school to tag the approved assets.
- Once all tagging has been complete Asset Management will provide a verification form to the MSCS Charter school Advisor and add the assets to the inventory database.
- Once the MSCS Charter School Advisor received verification form he/she will submit the reimbursement to Accounts Payable for processing.

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **PHYSICAL INVENTORY:**

Federal guidelines and state regulations dictate that a complete physical inventory of all equipment and sensitive items under each school's accountability be taken annually, and each school will be required to perform a physical inventory or as deemed necessary by the Chief Internal Audit. The responsibility for performing this task shall rest with each individual school with the assistance of Asset Management for which an inventory has previously been established.

These inventories shall then be subject to subsequent verification by the Office of Asset Management. Results of the physical inventory will be reconciled, coordinated, and reported to the Superintendent, Chief of Staff, Chief of Business Operations, Chief of Internal Audits, Chief of Finance, Deputy Superintendent of Academics, Associate Superintendent of Charter Schools, and/or Assistant Superintendent of School Operations.

### **Prior to Physical Inventory**

- The Office of Asset Management (OAM) will schedule an annual physical inventory beginning in November-December with each charter school.
- OAM will contact the charter school's point of contact one month in advance to schedule an annual physical inventory via email.
- OAM will add inventory schedule into February- April's Charter Chatter newsletters for an additional reminder of physical inventory.
- Individual charter schools will be provided with a copy of their site's inventory to prepare for the physical inventory (i.e., update inventory, locate items on inventory and make sure their location aligns with the inventory, etc.)

### **Day of Physical Inventory**

- The OAM team will arrive at the charter school according to the date and time previously scheduled.
- Charter POC will be prepared with supporting documentation from the inventory database.
- Charter POC will escort the OAM team rooms to verify equipment that is affixed to the wall, ceiling, etc. as listed on their inventory report.
- All movable equipment should be placed in a centralized area for the OAM team to scan and verify equipment listed on the site's inventory report.
- The OAM team and Charter POC will confirm that the equipment is in the area identified on the inventory and condition documented as good, fair, poor, etc.
- OAM Leadership and Charter POC will debrief and discuss any missing items, items deemed stolen or any new items that need to be added to the inventory.

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **After the Physical Inventory**

- The OAM team will contact the Charter POC, School Leader and all required contacts including the Office of Charter Schools (OCS) in writing of inventory status within 10 days.
- If OAM finds the status of the physical inventory to be non-compliant, they will contact the OCS and include the missing items and total costs.
- The OCS will issue a memorandum of non-compliance to charter schools found to be non-compliant and copy all required contacts, OAM, and Budget and Finance
- Individual charter schools will follow up with OCS, OAM and Budget and Finance with the necessary steps outlined to become compliant by the date indicated on the memorandum of non-compliance.

## **Off-Site Use of Equipment:**

Equipment to be used off site is checked out to the individual making the request for taking equipment to a different location even if within the school building. Equipment must be used according to its funding source.

## **Procedures for Deposition of Equipment:**

Original or replacement equipment acquired with federal funds is no longer needed for the original project or program, the equipment may be retained, sold, or disposed, if it is not needed in any other Title I, Part A like or federally funded project or program. MSCS will ensure that records are kept and made available for monitors and auditors as to where the equipment was transferred.

The disposition of such items should be noted on the equipment inventory maintained by the recipient with date of disposal and sales price, or the method used to determine current fair market value.

## **Various Equipment Dispositions:**

The Office of Asset Management will not delete, add, or adjust assets without written proof/explanation. The Office of Asset Management should be notified of all transfers of fixed assets between schools/buildings/personnel/etc. Examples of these transfers are:

- a) Transfer of equipment from school site/department for sale/disposal.
- b) Transfer of equipment from site to site.
- c) Transfer of equipment between personnel.

All transfer request(s) involving equipment purchased with federal funds, i.e. ESSA, Careers & Technology (Vocational) and Exceptional Children, must be approved by the Executive Director and/or their designee prior to transfer of equipment

## **Traded/Defective Equipment:**

Return of fixed assets to vendors for exchange/replacement, repair, or credit should be reported to Asset Management along with supporting documentation as soon as possible.

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## **Disposal:**

Charter, Private and N&D school personnel **WILL NOT** dispose of any Fixed Assets purchased with federal funds. All Disposals **MUST** be approved by the Office of Asset Management. All property will be picked up by MSCS Inventory Control personnel **ONLY** for proper disposal.

A disposal request must be submitted on an Asset Disposition Form and submitted to the Office of Asset Management for approval prior to the removal of equipment earmarked for disposal from your site. All documents must be emailed to [AssetManagement@scsk12.org](mailto:AssetManagement@scsk12.org) for review. The equipment disposal process will follow all regulations based on Code of Federal Equipment 200.313(e).

The completed Asset Disposition Form must include description, MSCS Asset tag number, serial number, and manufacturer. After Asset Management receives the completed ADF, the Federal Programs Inventory Manager will contact the school site to schedule a disposal verification. **The school site will be scheduled within 3-5 business days based on the school readiness and availability.**

## **Broken/Lost Assets:**

If a fixed asset assigned specifically to a Charter, Private and N&D school employee (iPad, laptop, etc.) is broken or lost due to employee negligence or improper safe keeping, the employee should be responsible for replacing the asset.

## **Theft/Stolen of Equipment or Technology Funded by Federal Funds:**

In the event Federal Programs equipment or technology is stolen and/or lost the following procedure will be followed:

- Immediately notify the Memphis Police Department (MPD) to file a police report.
- Within one (1) day of the acknowledgement of the theft, contact the Office of Asset Management at 901-416-2830 or via email at [AssetManagement@scsk12.org](mailto:AssetManagement@scsk12.org).
- The School Break-In, Theft and Damage Report Form must be completed and forward to the Office of Asset Management and Federal Programs.
- The school should retain a copy of the completed form with the Police Report number.
- A full and thorough audit of the inventory will be conducted to bring the school site into compliance.

## **ESSA/ESSER/IDEA:**

Departments such as Federal Programs ESSA/ESSER or Exceptional Children (IDEA) have special requirements in terms of managing fixed assets, particularly regarding disposal of equipment. All equipment purchased with federal dollars labels must identify: Project Name, Date of purchase and Project year.

## Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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### **Personal Property:**

Personally, owned property is not included in the school's fixed asset inventory records. There is no insurance coverage in the case of loss, theft, or damage for this type of personal property. All personal property must be clearly identified as such to include the owner's name, school/dept. name and telephone number. This information should be visible on each personal item.

### **Employee Leave/Retirement:**

Charter, Private and N&D schools' principals and/or their designee(s) are responsible for collecting iPads, laptops, cell phones, etc. from employees at their schools who transfer to another site, leave, or retire. The fixed assets **MUST** be returned on or before the employee's last day of service. All returned devices must be reset to manufacturer's setting.

### **Monitoring/Tracking of Equipment and Inventory**

The principal or his/her designee at each respective school site is responsible for managing the day-to-day operations of the grant and its supported activities to ensure that the requirements of the grant are met. The monitoring and tracking include the purchasing, use and disposal of fixed assets. These federal regulations and requirements also require the state educational agency (SEA) to monitor the implementation of program requirements and expenditures of federal funds.

Memphis – Shelby County Schools – Federal & Internal Operating  
Procedures for Asset Management

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# APPENDIX

## Asset Management Forms

### **Federal Inventory Equipment Form**

This form should be used to report newly purchased equipment with federal funds.

### **Asset Disposition Form**

This form should be used to request a transfer of equipment from site to site, disposal pick up request and when equipment is reported stolen. Please ensure you check the correct disposition box.

### **School Break-In, Theft and Damage Form**

This form should be used to report when equipment is reported stolen. A police report number must be included on the form.

***\*\*Missing equipment should not be reported as stolen.\*\****

### **Missing Equipment Control Form**

This form should be completed when equipment is unaccounted for and/or not found during a routine cycle count and/or physical inventory.

Memphis – Shelby County Schools – Federal & Internal Operating  
Procedures for Asset Management

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# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

## School Break-In, Theft and Damage Report Form

Memphis-Shelby County Schools

Form No. 14671

### Asset Disposition Form

From: \_\_\_\_\_ (School/Division)      Loc. \_\_\_\_\_      To: \_\_\_\_\_ (School/Division)      Loc. \_\_\_\_\_

**Instructions:** This form is to be used when either adding a new asset, transferring an asset to another location, disposing of an asset, repairs and/or reporting stolen asset. Authorization must be obtained from either the school principal, division and/or department head prior to an asset being transferred, disposed and/or removed from school's and/or division's inventory. Please list furniture and equipment on separate forms.

Qty.	Asset Description	SCS ID No.	Serial Number/ Model No.	Manufacturer	P.O. Number/ Accounting Code	Program/ Project	Date Purchased	Original Cost	Office Use Only	
									Date Received	Processed

<b>School/Division Authorization</b>	<b>Receipt Authorization</b>
Shipper's Name _____ Date _____	Delivered by _____ Date _____
Received by _____ Date _____	Receiver's Name (please print) _____

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

## School Break-In, Theft and Damage Report Form



**Memphis-Shelby County Schools  
Office of Asset Management  
School Break-In, Theft and Damage Report**

School Name: \_\_\_\_\_ Loc. Code: \_\_\_\_\_ Date of Theft/Damage: \_\_\_\_\_  
Police Report #: \_\_\_\_\_

**Check one:**  
The items listed below are to be replaced  yes/no  or are being reported for accounting purposes/no replacement. Time and Date Security Notified \_\_\_\_\_

The Memphis Police Department **MUST BE NOTIFIED** in ALL cases of burglary or loss of equipment as a result of larceny. Telephone the Office of Security Services, 416-5773, immediately upon discovery of a break-in.

This report is to be completed and submitted to the Office of Asset Management, 1384 Farmville Road, Memphis, TN 38122, Loc. 8223, no later than the first school day following the discovery of the loss.

INCIDENT TYPE	Detailed Description (Manufacturer, Laptop, etc.)	MSCS Barcode	Serial#	Model #	Acquisition Date	Project/ Program	Rm #	Contact Person

1. Under "Type Incident" indicate Burglary (break-in), Larceny (theft during school hours), Arson, Vandalism and Damage due to water, fire or other causes (State cause).

Comments: \_\_\_\_\_  
\_\_\_\_\_

Send copy of completed form to Security Services, Room 143

Principal's Signature/Date: \_\_\_\_\_

Duplicate form as needed  
Revised 03/22

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

## Federal Inventory Equipment Verification Form



### Office of Asset Management

#### FEDERAL INVENTORY EQUIPMENT VERIFICATION FORM

**(Type School Name) Charter and Private Schools**

In order to comply with federal and state guidelines regarding fixed assets, a complete inventory of all equipment is required. The Fixed Asset Inventory Report for your school is attached. A complete room-by-room physical inventory of all equipment as outlined in the MSCS Inventory Procedures Manual.

This form must bear the signatures of the Inventory Representative and Principal/Administrator. This verification form will also be used for audit requirements for year-end fiscal reporting and ensure compliance with EDGAR 80.32, 2 CFR 200.311, 2 CFR 200.313 and 2 CFR 202.439. Your assistance and timely response will be greatly appreciated. If you have any questions or require additional information, please contact our office at 416-2830 and/or email us at [AssetManagement@scsk12.org](mailto:AssetManagement@scsk12.org)

This document certifies that the equipment verification with federal funds located at your site has been physically inventoried and/or documented as missing (variance). All equipment, regardless of depreciated value, of the school named below has been verified by a Memphis-Shelby County Schools' employee.

#### Federal Inventory Equipment Verification Summary

Federal Program/Project	Description	Total No. Purchased	Total Qty. Asset Tagged	Variance	Total Value	PO No.

**Principal/Administrator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Inventory Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

The physical inventory verification was conducted by the following MSCS employee whom certifies that the verification of inventory is accurate and complete:

**MSCS Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

160 S. Hollywood : Memphis, Tennessee 38112-4892 : (901) 416 – 5300 : [www.scsk12.org](http://www.scsk12.org)

Memphis – Shelby County Schools – Federal & Internal Operating  
Procedures for Asset Management

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**MISSING EQUIPMENT CONTROL FORM**

DATE \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ CAMPUS/LOC. CODE: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN DETAIL.**

1) What was the last known location/room no. of the missing equipment? \_\_\_\_\_  
\_\_\_\_\_

2) When was the missing equipment last seen? \_\_\_\_\_

3) Was the missing equipment vital to the operation of your school? YES \_\_\_\_\_ NO \_\_\_\_\_

4) When was the equipment last used? \_\_\_\_\_

5) Who was the equipment assigned to at the time it was declared missing: \_\_\_\_\_

6) Please describe what steps have been taken to locate the missing equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Is faculty/staff familiar with the Inventory Procedures Manual? YES \_\_\_\_\_ NO \_\_\_\_\_

8) Have the Faculty/Staff been educated in ways to avoid future losses? YES \_\_\_\_\_ NO \_\_\_\_\_

9) Was the equipment purchased with federal funds (ESSA, ESSER, IDEA, or other)? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, please indicate: \_\_\_\_\_

10) Please describe steps that have been taken to prevent equipment loss from occurring in the future: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE OBTAIN THE FOLLOWING SIGNATURES. UPON COMPLETION, PLEASE RETURN TO THE OFFICE OF ASSET MANAGEMENT, ATTN: FEDERAL PROGRAMS INVENTORY MANAGER, LOC. 8223

\_\_\_\_\_  
Signature of Teacher/Support Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Federal Programs Inventory Manager

\_\_\_\_\_  
Date

# Memphis – Shelby County Schools – Federal & Internal Operating Procedures for Asset Management

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## FAQs

1. What's the board policy number for Inventory?
  - *Memphis-Shelby County Schools Board Policy #3013*
2. What's equipment?
  - *Equipment is defined as "all items" used in an operation or activity and includes machinery, implements, tools, furniture, vehicles, band instruments and other apparatus with a minimum useful life expectancy of five (5) years. Sensitive minor equipment included computers, external peripherals, weapons, etc.*
3. When is a physical inventory conducted?
  - *Annually, federal guidelines and state regulations dictate that a complete physical inventory of all equipment and sensitive items under each school/department's accountability be taken annually. The Office of Asset Management shall be responsible for establishing and announcing each physical inventory period.*
4. Should I keep a record of my school inventory?
  - *Yes, schools should keep an accurate record of all equipment at the school. The record should include: MSCS asset tag number, description, model number, serial number, P.O. number, funding source, unit cost, quantity, and acquisition date.*
5. What should I do when I receive new equipment?
  - *Complete the Reimbursement Request, Federal Equipment Inventory Form and all supporting documentation for new equipment costing \$100. See Reimbursement Process on page 9.*
6. What should I do if equipment is stolen?
  - *When equipment is stolen, immediately notify the Office of Asset Management at 416-2830 and the Memphis Police Department to file a report. The MSCS **School Break-in, Theft & Damage Report Form** including the **Police Report Number** must be completed and submitted to the Office of Asset Management and Federal Programs within one (1) day of the acknowledgement of the theft. Schools must retain a copy of the completed form with the Police Report number.*
7. Who is authorized to dispose of MSCS equipment?
  - *Only MSCS employees are authorized to dispose of MSCS equipment. No Charter, Private and N&D school should dispose of any MSCS equipment purchased with federal funds.*
8. What is the process for disposal of obsolete and broken equipment?
  - *Complete an Asset Disposition Form (ADF) to include a description, MSCS barcode, serial number and manufacturer and forward signed ADFs to Asset Management via email at [AssetManagement@scsk12.org](mailto:AssetManagement@scsk12.org).*
9. What is the process for inoperable and warranty/trade equipment?
  - *Complete an Asset Disposition Form (ADF) to include a description, MSCS barcode, serial number and manufacturer and forward signed ADFs to Asset Management via email at [AssetManagement@scsk12.org](mailto:AssetManagement@scsk12.org). Please remove MSCS barcode from defective equipment and affix to completed ADFs.*