



PROPERTY CONTROL PROCEDURE MANUAL



propertymanagement@leonschools.net

3360 W. Tharpe St.
Tallahassee, FL 32303
(850) 922-0657

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE
1	MANAGEMENT OF PROPERTY	
1.1	Definitions	3
1.2	Responsibilities	3
1.3	Attractive Items	4
1.4	Capital Assets	4
1.5	Donated Property	4
1.6	Vehicles	5
1.7	Software & Licenses	5
2	ACQUISITION OF PROPERTY	
2.1	Capital Asset / Attractive Items Property Tagging	5
2.2	Forms for Reporting Property Disposition	6
3	ANNUAL PROPERTY INVENTORY AUDITS	
3.1	Annual Inventory	7
3.2	Disposition of Property	7
3.2.1	Additions	7
3.2.2	Deletions	8
4	TRANSFERS AND SURPLUS OF PROPERTY	
4.1	Property Transfers	8
4.2	Removing Property From Site	9
4.3	Surplus Property	9
4.4	Renovation Projects or Facility Closures	10
4.5	New Construction Projects	10
	EXHIBITS	
A	Policy 7310 – Disposition of Surplus Property	11
B	Policy 7450 – Property Inventory	12
C	Property Management Receiving/Asset Entry	13
D	Property Received Form	14
E	Transfer of Property Form	15
F	Temporary Removal of Property Form	16
G	Plant Security Report	17

OBJECTIVE

To provide procedures for the accountability of all capital and non-capital assets that are the property of the District. All property is owned by the District and not by a specific individual, department or school. Capital assets are tracked in the District's inventory software system in accordance with the procedures provided herein.

SECTION 1 MANAGEMENT OF PROPERTY

1.1 Definitions

- a. **Account Code** - A code that identifies the source of funding used for a procurement.
- b. **Asset Valuation** - Tangible personal property is valued at actual cost, including all ancillary charges necessary to place that property in its intended location and condition for use. Donated property values should be based on fair market value.
- c. **Attractive Items** – Tangible personal property used in operations that has a cost less than the amount defined in Florida Administrative Code 69I-73.002 and that requires special attention to ensure legal compliance, protect public safety, and avoid potential liability, or to compensate for a heightened risk of theft, because they are either portable, readily marketable or are easily adaptable for personal use.
- d. **Capital Asset** - Those tangible assets of the District (including leased fixed assets) with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in Florida Administrative Code 69I-73.002.
- e. **Consumable Property** - Tangible personal property with a useful life less than one year and/or an acquisition cost of less than the amount defined in Florida Administrative Code 69I-73.002. Although tagging and annual inventory of consumable property is not required, departments are still held accountable for the safeguarding of such items.
- f. **Inventory Control Designee (ICD)** - The individual designated by the Site Administrator who has been assigned the responsibility for the identification of Board property and the maintenance of the site's property records. The assignment of this responsibility does not relieve the Site Administrator from accountability for property assigned to his or her area.
- g. **Property Control Number** - The number assigned to an item by the Property Management Department; usually in the form of a decal, which is affixed to tangible personal property items that are capital assets.
- h. **Site Administrator** - The Principal/Administrator of a school or district cost center.
- i. **Tangible Personal Property** - Equipment, fixtures, and other tangible property of a non-consumable nature. All tangible personal property items that are capital assets acquired by or for the District through purchase, donation, or transfer should be recorded in the District property records.

1.2 Responsibilities

- a. **Chief Financial Officer** - Responsible for establishing policies and procedures that help ensure the accountability and safeguarding of District assets; ensure compliance with applicable laws, rules, policies and procedures; account for acquisitions, depreciate capital assets over the estimated useful life; review and approval of the salvage and write-off of capital assets.
- b. **Property Management Department** - Responsible for the identification of all tangible personal property of the District, for tagging capital assets; ensure records are being properly maintained; coordination of the annual physical inventory; pickup, storage and disposal of all District furniture, equipment, technology and other property.

- c. Site Administrator** - Responsible for all tangible personal property within their assigned cost center(s), to include effective management, safeguard, and identification in accordance with applicable rules, policies and procedures. These responsibilities should include the following functions:
1. Verifying the receipt of all new property assigned to his/her school or site.
 2. Establishing adequate control procedures within the school or site, and continuing supervision of property use.
 3. Reporting the receipts of property, if required.
 4. Making certain that any movement of property in or out of the school or center is properly recorded.
 5. Safeguarding the possession of all property to the extent of his/her capability.
 6. Conveying instruction on these functions to all persons to whom he/she assigns partial responsibility for the custody of property.
- d. Inventory Control Designee (ICD)** - Responsible for the day-to-day inventory activities and processes within the cost center. The ICD is charged with ensuring that all tangible personal property – including both capital assets, attractive items, and consumable property are inventoried appropriately and records are updated to reflect the correct model, type, serial number and assigned location (department, building and room number). These responsibilities should include the following functions:
1. Assist Property Management with the annual inventory certification.
 2. Utilize appropriate forms and approvals for recording the movement and disposition of property.
 3. Storing equipment in environmentally suitable locations to prevent corrosion, contamination and damage of sensitive parts.

1.3 Attractive Items

Attractive items will include portable technology items with a cost in excess of \$1,000. A property tag will need to be obtained for the item by submitting a Property Received Form to propertymanagement@leonschools.net.

1.4 Capital Assets

For a purchase of personal tangible property or equipment to be considered capital, the purchase must meet the capitalization threshold as defined in F.A.C. 69I-73.002. Requisitions for these purchases should use an appropriate object code; ex: 6410, 6430. Freight, installation, ancillary equipment and other costs incurred to acquire the property are considered part of the cost of the item and will be included in the cost of the asset. Replacement parts, repairs, and service contracts are not additions to the cost of the asset.

1.5 Donated Property

Property may be donated to the Board without expenditure of funds other than shipping costs. The procedure and documentation required for the donated item(s) depends on the benefiting site.

Prior to acceptance of donated property, the Site Manager should send a memo to the Property Management department detailing the following information about the item(s):

- Itemized list of donated items, with complete descriptions
- Value (cost or fair market value)
- Site and Funding Code to which the property is to be assigned
- Name and address of the donor

A copy of the memorandum should be maintained on file with the Site Manager or designee.

1.6 Vehicles

All vehicles should be acquired through the Purchasing Department and should be appropriately maintained to ensure the maximum service life of the vehicle.

1.7 Software and Licenses

- a. Software that is purchased outright by the District in excess of the amount defined in Florida Administrative Code 69I-73.002 is considered a capital asset and will be tagged and entered into the District inventory system.
- b. Software licenses that are consumable and have an expiry date are not considered a capital asset.

SECTION – 2 ACQUISITION OF PROPERTY

2.1 Capital Asset / Attractive Items Property Tagging

All property control numbers/tags for capital assets are assigned by the Property Management department or T&IS, who will coordinate with the department's ICD in order to ensure a tag is affixed to each capital asset acquired and all pertinent data about the newly acquired capital asset is recorded in the District inventory system.

Capital Assets procured through school internal accounts are subject to all the same requirements and must be recorded in the District inventory system

- a. A purchase order is created that identifies, by object code the procurement of a capital asset. Object codes for capital assets are:
 - 6210 – Audio Visual Equipment
 - 6410 – Furniture, Fixtures & Equipment
 - 6430 – Computer Hardware
 - 6510 – Buses
 - 6520 – Other Motor Vehicles
 - 6910 – Software

Attractive items are to be coded using the “non-capitalized” object code and subproject TAI00

- b. Site receives capital asset(s) and completes a Property Received Form. The form should include:
 - PO Number/ PCard (only the Purchasing Department is authorized to procure capital assets with a Pcard)
 - Unit Cost
 - Serial Number
 - Item Description
 - Make
 - Model
 - Location (Bldg./Room)
 - Service Tag Number (If pre-numbered by Vendor)
- c. Completed form is sent to the Property Management Department. If a Property Received form is not sent to Property Management, new capital assets will not be tagged until the item has been paid for and a pay cycle report or credit card statement is received.
- d. The site receiving a capital asset is responsible for completing all Property Received forms, regardless of whether it initiated the purchase order or another cost center purchased the property.

- e. Any school or department buying equipment for another site is required to send all relevant documentation (purchase order/quote/invoice) to the receiving site to ensure the Property Received Form can be completed accurately and expeditiously.
- f. When new capital asset(s) are received, the ICD should ensure that the property is stored in a secure place until tagged by Property Management.
- g. If the property needs to be used before it is tagged, a record of its location and the employee who has it should be kept by the ICD.
- h. Property Management staff will coordinate with the ICD to go to the site, tag the property, and complete the Property Received Form.
- i. Property Management staff will enter the newly acquired asset(s) into the District inventory system and maintain the documentation.
- j. If the property cannot be located to be tagged, a property record number will be assigned to the missing property. A Transfer of Property Form must then be completed by the cost center, stating the item is missing or stolen. This, along with a police report and a Plant Security Report if the item is stolen should be forwarded to Property Management.
- k. If an item is to be replaced by the manufacturer due to failure, a Transfer of Property Form must be completed and the replacement item will receive a new property control number. It will be added to the cost center's inventory using the same information as the original purchase, with the updated serial number.
- l. The Property Management department records all tagged property by cost center into the inventory system. Each ICD has the capability of accessing this system at any time to view only the current property records inventory for its own cost center.

2.2 – Forms for Reporting Property Disposition

All forms are available on the LCSB website at: <https://www.leonschools.net/Page/50764>

- a. **Property Received Form** – Used to document new tangible capital asset that requires a property control number. This form is used for purchases made by purchase orders, PCards, internal account purchases and donations.
- b. **Transfer of Property Form** – Used to document the authorization and receipt or transfer of tangible personal property leaving or entering a site. This includes permanent transfers to other cost centers and items sent to Property Management for salvage. This form is also used when permanently transferring equipment to another governmental agency, school district, ESE student, etc. (with LCS Board approval).
- c. **Temporary Removal of Property** – This form is used to document the authorization of tangible personal property being removed from the site and assigned to an employee or student for offsite usage; or to a vendor for repair.
- d. **Plant Security Report** – Used to document the loss, theft or damage of all property. This can be the result of burglary, vandalism, theft, fire, disappearance or damage. A copy of this form should be completed and submitted by the site to Property Management as soon as the occurrence is discovered. The Property Management department will forward the report on to Risk Management and Safety & Security. A copy of the official police report must accompany the form when it is sent to Property Management.

SECTION 3 – ANNUAL INVENTORY AUDITS

3.1 – Annual Inventory

Pursuant to [School Board Policy 7450-Property Inventory](#), “All real and tangible personal property shall become the direct responsibility of the school principal/work location administrator, including its care, custody, safekeeping and accounting for all property.” In compliance with [Florida Administrative Code Chapter 691-73.006](#), an inventory of all tangible personal property with a cost or value of \$5,000.00 or more shall be taken once each fiscal year and at the change of administration to verify the presence of listed property items at each designated location. At this time, all property to be audited must be at the site location.

- a. School/Department will be provided with a property record report of all tangible personal property assigned to their cost center along with an Inventory Discrepancy Form.
- b. Sites that reported a 100% physical inventory in the previous year are designated as “gold status” and will verify and self-report the current annual year inventory. A site can only be designated as “gold status” in alternate years. Self-reporting sites are required to return their annotated property record report along with the signed Inventory Discrepancy Form within fifteen (15) days of receipt of reconciliation request unless the Property Management department has approved an extension.

OR

- c. A member of property management will schedule a time to meet with the site ICD to do a complete physical inventory.
- d. The items listed on the property record report shall be physically identified and each item shall be checked off indicating the information on the property record report is accurate. Noted differences such as location shall be investigated and corrected as appropriate or alternatively, the item shall be relocated to its assigned location in the individual property record report.
- e. Items notated as UTL “unable to locate” during the inventory process shall be reported on the Inventory Discrepancy Form which shall cause a thorough investigation to be made. Property Management staff along with the ICD will endeavor to locate and/or discern disposition of the item. If the investigation determines that the item was stolen, the individual property record report shall be so noted, a Plant Security Report completed, and a report filed with the appropriate law enforcement agency describing the missing item and the circumstances surrounding its disappearance.
- f. The annotated property record report along with the completed Inventory Discrepancy Form must be sent to Property Management along with any supporting documentation of disposition of UTL’s.
- g. Upon final verification, the Principal/Site Administrator will be sent an Inventory Certification Form to confirm accuracy and completion of the annual inventory reconciliation.
- h. Site Administrators that report UTL items in excess of 2% of their total inventory will be required to submit a plan to provide adequate safeguards to prevent loss, damage, or theft of the property under their management.
- i. All items reported as UTL will be removed from the property record for the site and subsequently presented to the School Board for write off.

3.2 – Disposition of Property

3.2.1 Additions

- a. **Recovered** – Recovered assets include previously reported unlocated assets that have been found that need to be added back to the perpetual inventory records. Restoration of recovered assets requires a memo signed by the ICD and must include the location (department, building and room) where the asset is physically located.

- b. **Purchases** – A tangible personal property asset is added to the inventory records based on an expenditure from a capital asset account of \$5,000 or more.
- c. **Donations & Internal Account Purchases** – If additions are acquired through internal accounts or donations, submit a Report of Property Received form to Property Management.

3.2.2 – Deletions

- a. **UTL “Unable to Locate”** – Assets which are not located during the annual physical inventory.
- b. **Stolen** – Stolen assets must be supported with a Plant Security Report and a police report and must reflect a finding of burglary. The asset value above the insurance deductible may be reimbursed by LCS insurance. The Plant Security Report must be prepared and certified by a third-party law enforcement agency or the District Safety & Security department. The Plant Security Report must be submitted to Risk Management within 12 hours of discovery of the incident.
- c. **Transfers (including surplus)** – A Transfer of Property Form is required for all fixed asset transfers. The principal / site administrator in the releasing cost center and the principal / site administrator in the receiving cost center must sign the Transfer of Property Form.
- d. **Vandalism** –Vandalism must be reported on a Plant Security Report, prepared and certified by a third-party police officer and the LCS Safety & Security department.
- e. **Cannibalized** – A cost center may take salvageable parts from a piece of equipment for use in building or repairing another piece of equipment. Cannibalization should be documented on a Transfer of Property Form to be provided to property management.
- f. **Other Deletions** – This category is only used when established procedures are not followed in the removal of assets from inventory. Supporting documentation must include a signed memo by the principal / site administrator and must specify the reason for the deletion and include other appropriate documentation.

SECTION – 4 TRANSFERS AND SURPLUS OF PROPERTY

4.1 Property Transfers

- a. Property may be transferred for the following reasons:
 1. When property can be used by another cost center.
 2. When an employee is changing cost centers and **has permission** from the sending and receiving Department Director or Principal to take property with him/her.
 3. When special needs property accompanies a student from one school to another.
 4. When property is located during an annual inventory and it is not on the inventory of the cost center that is being scanned.
- b. The Transfer of Property Form should be completed as follows:
 1. The “Transfer By” line is be completed by a representative of the sending cost center.
 2. The “Transfer to another school/department” item (B) should be checked and the receiving location information should be indicated.
 3. In the space provided, list: quantity, property control number, serial number and description of the property that is being transferred.
 4. If the property was located during an annual inventory and is not in the cost center’s inventory, the room number should be included with the description.

- c. When the transfers are returned to the Property Management department with signatures from both the sending and receiving cost centers, the property will then be transferred in the inventory system.

4.2 – Removing Property From Site

Any time tagged property leaves a site a Transfer of Property Form must be completed and signed by the site administrator. Any employee who either removes equipment or permits the removal of equipment from LCS property without proper authorization shall be subject to disciplinary action up to and including termination of employment.

- a. **Transfer Between Sites:** When permanently transferring equipment to another cost center a Transfer of Property Form must be completed and the original must be sent to the Property Management department. The Transfer of Property Form must have all required signatures. Although the equipment may be located at non-LCS locations, the ownership of that equipment remains with LCS. If outside agencies with such equipment determine that these items are of no further use to them, arrangements should be made as soon as possible for the equipment to be returned to the overseeing LCS department or sent to Property Management.
- b. **Repairing Equipment:** From time to time, it may become necessary to have equipment repaired. Regardless of whether the repair work is performed by the District or by an outside vendor; a Temporary Removal of Property form must be completed and signed by the ICD and site administrator prior to removal of the item(s) from the cost center. A copy of the Temporary Removal of Property form must be maintained by the ICD. In the event the equipment is determined by an outside vendor to be unrepairable, a Transfer of Property Form must be completed to transfer the equipment to surplus.
- c. **Temporary Removal from Site:** Property that is assigned to an employee or student to “take home” must be documented with a Temporary Removal of Property form signed by the ICD and site administrator prior to removal of the item(s) from the cost center. A copy of the Temporary Removal of Property form must be maintained by the ICD.

4.3 – Surplus Property

At its discretion, the Board may offer property designated as surplus for sale or donation without bids to the State, other governmental units, or any political subdivision or to private nonprofit agencies as defined in F.S. 273.01(3). The following procedure is to be followed for property items that are declared surplus and transferred to property management for ultimate disposition.

- a. The cost center’s ICD will submit a Transfer of Property Form to Property Management for pickup of materials for surplus.
- b. Property Management will call to arrange a time for pickup of the property. The property should be located in a central site, ready to go. Property will be checked against the Transfer of Property Form and, upon loading, the driver will sign the form to acknowledge receipt of the items. The ICD should make a copy of the Transfer of Property Form with all signatures for the cost center’s records and return the original to the driver before the driver leaves the site.
 - 1. **Acceptance** – The driver transports the property to the Property Management warehouse for placement with surplus materials. Surplus materials also may be accepted from trailers used on construction projects, which also requires completion of a Transfer of Property Form.
 - 2. **Removal from Inventory Records** – Property Management will record the transfer of the property from the cost center’s site to surplus on District property records. Property Management will submit items to the School Board for permission to repurpose, sell, donate, scrap or dispose of property as most appropriate.
 - 3. **Disposal** – Property Management will screen materials received and arrange for disposal.
- c. Periodic notices will be sent to cost centers on useful items available for transfer to another cost center. If the equipment is not put back into circulation for use within LCS, upon approval by the Board to dispose of

surplus material, Property Management will offer materials for sale through public sale, internet sale, entertain bids and/or solicitations that are in the best interest of the District or may scrap unusable, damaged materials.

4.4 – Renovation Projects or Facility Closures

The following steps should be followed if storage of property is necessary as a result of renovations or a facility closure at a cost center:

- a. Prior to the start of a project, an inventory should be conducted.
- b. The ICD on site will work with the designated Property Management staff member and the Project Coordinator to screen, tag or label all furniture and property to designate it for removal, surplus or relocation. The ICD should have the authority to make appropriate decisions regarding the classification of items.
- c. A separate secured storage place may be provided for items marked for removal, items marked for surplus, and items marked for relocation. The ICD will inventory each item as it is stored and create a master list. No items should be added to or removed from the secured storage space without the direct involvement of and approval by the ICD on site. This process will assist the Property Management staff as it conducts the annual inventory.
- d. The ICD will work with the designated Property Management staff member to create the appropriate inventory forms for items marked for removal, surplus or relocation.
- e. The ICD will coordinate with the appropriate personnel to have items hauled away for removal and items delivered to surplus property. No item will be moved without the appropriate inventory forms completed.
- f. If appropriate, a designated time will be arranged by the ICD for other cost centers to inspect items marked for surplus property. The ICD will tag each item wanted by another cost center. The receiving cost center will be responsible for arranging for the moving of the items in a timely fashion. No items should be moved without the appropriate inventory forms completed.
- g. Immediately after a project has been completed, a physical inventory should be conducted. Depending on the status of the project, this inventory should be done after each phase or building is completed.

4.5 – New Construction Projects

- a. The Inventory Control Designee ICD on site will receive all items and log them in.
- b. A secured area should be provided in a timely fashion for the receipt and storage of all property.
- c. The ICD receiving items will inventory all items on site, verify delivery against purchase order and complete a Property Received Form for any capital asset.
- d. The ICD will coordinate with cost center staff to deliver items to the designated rooms, set them up and create a room inventory list. Appropriate technology needs to be available on site for inventory purposes.
- e. Consideration should be given to having as much property as practical be delivered preassembled. This will reduce the number of District staff assigned for this task.

EXHIBIT A

POLICY 7310 – DISPOSITION OF SURPLUS PROPERTY

7310 - DISPOSITION OF SURPLUS PROPERTY

The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment, which is no longer usable in accordance with the terms of this policy.

- A. Instructional Material** - The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in instructional programs and administrative offices periodically, to determine the condition and usability of such equipment in the current educational program or office. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;
2. repair records indicate equipment has no usable life remaining;
3. obsolete and/or no longer contributing to the educational program or office;
4. some potential for sale at an Internet auction or public sale; and/or
5. creates a safety or environmental hazard.

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by offering it for public or Internet sale, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award.

Except as provided in Section 200.312, Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair- market value in excess of \$5,000 may be retained by the non-Federal entity or sold. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

D. Transfer of Surplus Property

1. Any property assigned to a specific District site that is no longer required at that site may be transferred to another site within the District with the written approval of the sending and receiving administrator.
2. At its discretion, the Board may offer property designated as surplus for sale or donation without bids to the State, other governmental units, or any political subdivision or to private nonprofit agencies as defined in F.S. 273.01(3).
3. The District may transfer title to the property to the Federal Government or to an eligible third party if, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

EXHIBIT B

POLICY 7450 – PROPERTY INVENTORY

7450 - PROPERTY INVENTORY

The School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

A complete inventory of all District-owned tangible personal property shall be conducted annually and compared with property records. Discrepancies shall be traced and reconciled. Losses will be reported to the Board on a periodic basis. A complete inventory shall also be conducted when there is a custodian change at a school or department location. A principal or department head shall obtain a police report for any District-owned tangible personal property that is presumed stolen from the location's inventory. The principal or administrator shall complete a Plant Security Report for any District-owned tangible personal property missing or stolen.

"Tangible personal property" shall mean any tangible personal property, of a non-consumable nature, with a life expectancy of one (1) year or more that has a value equal to or greater than \$5,000.

"Attractive Items" means tangible personal property that has a cost less than \$5,000 and that requires special attention to ensure legal compliance, protect public safety, and avoid potential liability, or to compensate for a heightened risk of theft.

Procedures and requirements essential to maintaining adequate records for tangible personal property owned by the Board shall be established and shall be followed in all instances.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7310 and AP 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

EXHIBIT C
PROPERTY MANAGEMENT RECEIVING/ASSET ENTRY

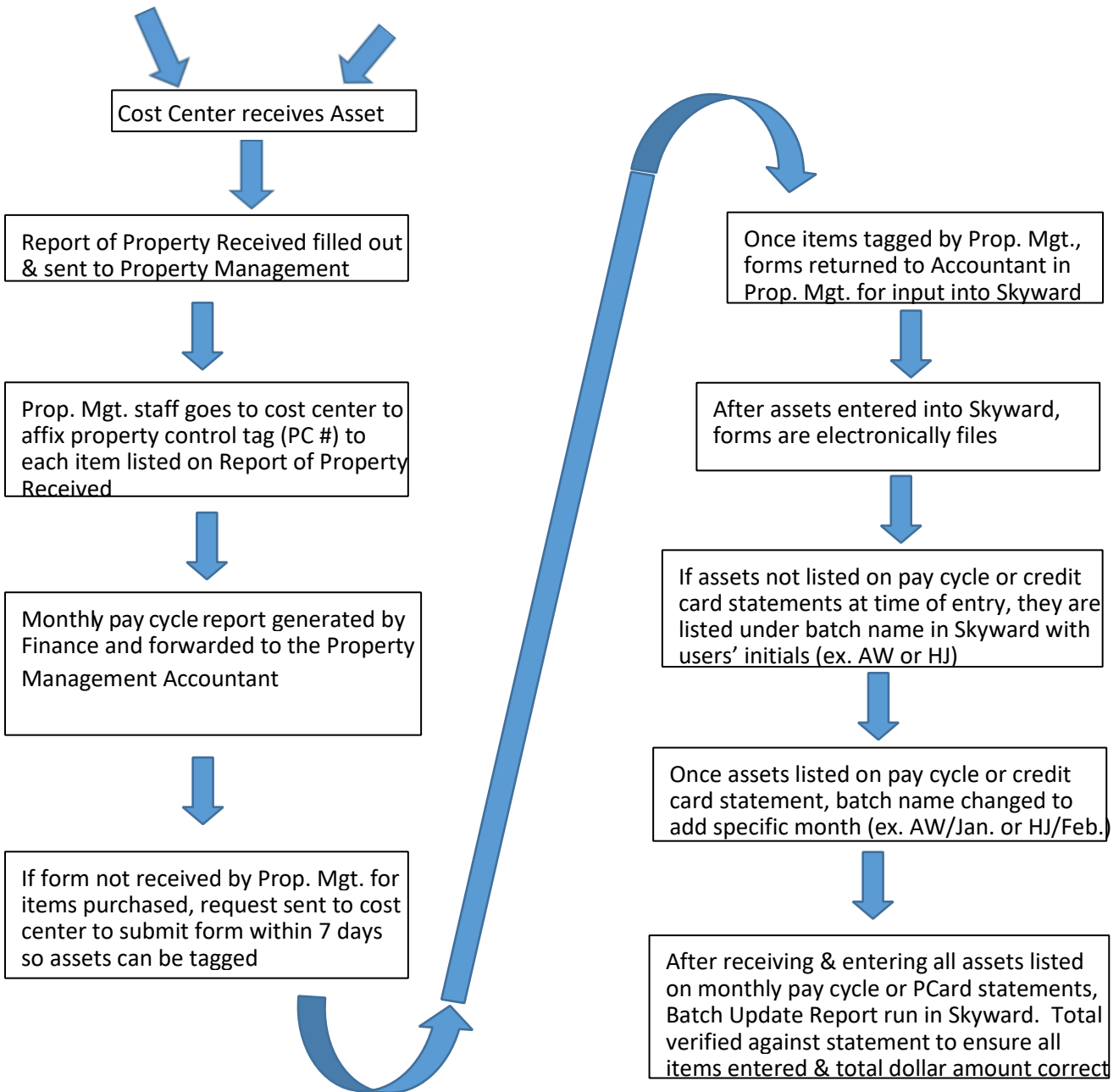


EXHIBIT D

PROPERTY MANAGEMENT DEPARTMENT

PROPERTY RECEIVED FORM



Sign & forward to Property Management upon receipt of equipment with a value of \$5,000 or more and portable technology over \$1,000.00.

Report Date _____

Received At _____ Cost Center _____
School or Department

Received By _____ Date Acquired _____
Name & Title

Contact Name _____ Contact Phone # _____
Inventory Control Designee

Inventoried By _____ Date _____
Property Management Staff

Vendor _____ PO# / Pcard Name _____

Capital Asset

Unit Cost	PC Number	Serial Number	Description	Location	
				Bldg #	Rm #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Attractive Item

_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Cost	Fund	Function	Object	Center	Project	Sub Project	Program
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

<i>For Property Management use only</i>					
Classification Codes	_____	_____	_____	_____	_____

Use Additional Pages Form for more entries.

EXHIBIT E

LCS 9831-0019
P7320
REV 4/27/2021



PROPERTY MANAGEMENT DEPARTMENT
TRANSFER OF PROPERTY

Sign & send to propertymanagement@leonschools.net
when completed to permanently remove equipment from your inventory

Transferred By: _____ Phone #: _____
Person's Name

From: _____ Cost Center #: _____
School or Department Name

Reason: _____

A. Transfer to Property Management

B. Transfer to another school/department _____
School or Department Name / Cost Center # Bldg/Room#:

Qty	PC Number	Serial Number	Description

TRANSFERRED BY:

_____ Date _____
Person Requesting Transfer

_____ Date _____
Transfer Approved By:
(***Principal/Administrator Signature)

RECEIVED BY: *(denotes receipt only)*

_____ Date _____
Signature Of Receiving Person

_____ Date _____
Name Of Person Signed Form Left With

*****Transferring Principal/Administrator certifies that the computer hard drives have been cleaned (DBANNED), drilled or removed.**

EXHIBIT F

LCS-9860-1098
REV 11/25/2020



PROPERTY MANAGEMENT DEPARTMENT
TEMPORARY REMOVAL OF PROPERTY
(Receipt For Equipment)

Complete form prior to removal of equipment from your cost center. Removal is on a temporary basis only.

School or Department Cost Center Number Removal Date

Employee Student Parent Vendor TIS

Individuals Name or Vendor Name Signed Out To

Qty	PC Number	Serial Number	Description

The above property is temporarily located at: Purpose of Removal: REPAIR LOAN

Street Address, Apt.# Contact Phone#

City, State, Zip Expected Return Date

Printed Name of Recipient Signature of Recipient/

- My signature on this form affirms my agreement to abide by LCSB Policy 7530 including elements of the policy listed below.
- The staff member who has signed for the property agrees to provide reasonable care, custody and control over the property.
 - In case of loss, a police report shall be required that indicates no negligence on the part of the employee.
 - In case of loss from a vehicle or home, the borrower agrees to submit a claim to their insurance as primary with the district to reimburse the employee's deductible if no negligence is found
 - In all other cases of damage or loss or "mysterious disappearance" liability responsibility rests with the borrower to replace or have repairs made to the affected property in case of loss or damage.

Administrator's Signature for Approval Date

EXHIBIT G

LCS-9841-1101



**PLANT SECURITY REPORT
DISTRICT SCHOOL BOARD OF LEON COUNTY
2757 West Pensacola Street
Tallahassee, Florida 32304**

GENERAL INFORMATION
(ANSWER ALL ITEMS)

PLEASE FORWARD RESPECTIVE COPIES AS FOLLOWS:

- White - Risk Management Department
- Pink - Property Management
- Blue - Maintenance Department
- Goldenrod - School File

Date _____

_____ *School* _____ *Address* _____ *Phone*

_____ *Date & Time of Incident* _____ *Investigating Agency(s)*

_____ *Forced Entry?* _____ *How?* _____ *Location*

_____ *Custodial Hours Necessary to Cleanup?* _____ *Name of Investigator* _____ *Case #*

_____ *Maintenance Called?* _____ *Work Order # Assigned* **Type of Damage** Vandalism Theft Fire
 Accident Wind/Storm Other _____

Place of Entry Classroom Cafeteria Library Office Washroom Gym Other _____

Specific Details of Losses or Damage *(Where, What, How):* _____

MATERIALS AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED
(use additional page if needed)

Code: Stolen (S) / Destroyed (DE) / Damaged (DA)

Code	# of Items	Name of Item	Description	Yr. Purchased	Purchase Price	Model, Serial #, PC #
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

ADDITIONAL BUS VANDALISM INFORMATION

_____ *Bus #* _____ *Bus Driver* _____ *Individual in Charge*

Did incident occur on a regular run? _____ *Run #* _____ *Field Trip?* _____ *Trip #*

_____ *Person Preparing Report & Title* _____ *Principal's (Manual) Signature*