SUPPORT SERVICES

Property Classification, Accountability, and Responsibility

I. The purpose of this regulation is to define classification, responsibility, and accountability for managing property in Prince William County Public Schools.

II. This regulation is applicable to all personnel who have responsibility for managing property in the School Division.

III. Classifications of Property

A. Real Property: Land, buildings, installed equipment, and fixtures that are part of the original site/building procurement. Also includes improvements to land and buildings valued in excess of $25,000.

B. Fixed Property: Generally describes furnishings or equipment of a value less than $25,000 that are installed in, physically attached to, or made a part of the permanent structure or property. The expected life of these items normally ranges from 10 years to the life of the permanent structure. Student lockers, bleachers, auditorium seating, science lab units, attached shelving and cabinets, playground equipment, stage lighting, electronic scoreboards, and built-in freezers are examples of fixed property.

C. Non-Expendable Property: Describes equipment that retains identity and utility during use, has parts that are repairable or replaceable, has a useful life expectancy of greater than three years, and a unit value of over $500, except for electronic equipment such as lap tops, tablets, and iPads, which are considered non-expendable regardless of cost.

D. Expendable Property: Describes furnishings, equipment, or supplies that, because of their composition, have a one-time use or limited life span generally ranging from one to three years and does not exceed $499 in unit value. These include administrative and instructional supplies, custodial supplies, and certain motor and repair parts. Also included as expendable property are items over $500 in unit value that, when put in use, are chemically or physically altered to the extent that they cannot be economically reused for their original purpose or they become an integral component of another property item. These include high value repair parts, certain computer boards, and electric motors.
IV. Property Accountability

A. General

1. Each budget holder is accountable for property committed to his/her charge. For instance, the Supervisor of Supply Services is accountable and responsible for all expendable, fixed, and non-expendable property assigned to Supply Services. Principals and other budget holders have the same responsibilities and accountability inherent with their assignments.

2. Accountability for non-expendable property is maintained from initial acquisition to final disposition. Transactions to add, delete, or transfer such property shall be properly recorded and the records maintained in accordance with Regulation 292-1, “Responsibility and Accountability for Records.”

3. All budget holders shall appoint a property custodian to be responsible for ensuring compliance with non-expendable property accountability requirements. The contact information for property custodians shall be provided to the Inventory Control Chief in the Office of Supply Services.

4. The property custodian for middle and high schools shall be a “teacher on special assignment” or an assistant principal. Due to the physical size of middle and high schools, the property custodians there shall work through the department heads to ensure complete property accountability in their schools.

5. Real property records shall be maintained and managed by the Supervisor of Land Acquisition and CIP Planning.

B. Reporting Procedures

1. The purchase, transfer, deletion transactions, and gifts of non-expendable property shall be reported within 30 days of acquisition to Supply Services for entry into the system inventory program. Furniture is not included in these procedures. The reporting procedures are as follows:

   a. Purchase: Non-expendable items as defined in Section III, A, 3, purchased by budget holders and delivered directly to their buildings from the vendor, and purchases made by credit card, reported to Supply Services on an Inventory Control Form #61582450110G (Attachment I). This form is to be reproduced as needed.
b. Transfer: The transfer of non-expendable items from one budget holder on Supply Services Request Form (#61582450119G). The form shall be prepared stating the “From” and “To” locations, the item stock number and description, and if applicable, the model number, serial number, and the Prince William County Public School tag number. The date of the transaction shall also be included if different from the date of the form.

c. Deletion: Non-expendable property shall be returned to Supply Services for disposal in accordance with Regulation 424.02-1, “Disposition of Surplus and Unsuitable Property”. All requests for turn-ins should be submitted online using the SchoolDude/MySchoolBuilding program available at each school and department. Detailed information should include serial number, model number, tag number, and description. Provide the item stock number, description, quantity, pick-up location, and date required for the pickup. The work order shall be accompanied either by a Disposition Form or an Evaluation Form depending on the circumstances as described below:

(1) Disposition Form #61582450195G: This form is used to dispose of an item that the budget holder has determined to be obsolete or excess to his/her needs. The item may or may not be serviceable. Detailed information to include the item serial number, model number, and tag number shall be included where applicable on the form.

(2) Equipment Status/Evaluation Form #61582450380G: This form is used for the Replacement Program. When a principal submits a Maintenance Work Order for the repair of an item, the item may be evaluated for serviceability by the repairman. The repairman records the results of the evaluation on the form. If the item is found unserviceable or uneconomical to repair, the budget holder is given the Evaluation Form as a means to justify the procurement of a replacement item. Detailed information about the item being replaced to include the serial number, model number, and tag number, where applicable, shall be included on the form.
d. Gifts: Gifts of non-expendable property shall be reported in accordance with Regulation 423-1, “Gifts to the School Division”.

2. There are no requirements in this regulation for budget holders to report to Supply Services transactions involving fixed or expendable property.

C. Inventory Procedures

1. Expendable Property

a. Supply Services

(1) A centralized computer inventory record shall be maintained for all expendable property that is stocked and issued from the central School Division distribution center.

(2) A physical inventory count shall be made at least annually to verify stock balances in the warehouse. The inventory shall be conducted within 60 days of the end of the fiscal year.

(3) An annual stock status report shall be prepared by Supply Services for the Director of the Office of Financial Services by June 30.

b. Schools and Administrative Departments

(1) The principals and department/office heads shall ensure that expendable property issued to their location is consumed solely in support of, and in the best interest of, the School Division. As part of this requirement, a current spreadsheet of electric or mechanical expendable equipment such as cell phones, cameras, printers, and powered custodial equipment such as vacuums and weed eaters will be maintained. It must contain the following information on each item: purchase date, purchase amount, location, authorized disposal method, and date.

(2) There is no requirement for a periodic inventory of expendables issued to a school or department. However, the usage data compiled for each location is subject to audit.
(3) There is no requirement for a periodic inventory of fixed property. However, the building manager shall maintain records of fixed property transactions.

2. Non-Expendable Property
   a. Supply Services
      (1) A centralized computer inventory record shall be maintained by Supply Services for all accountable, non-expendable property that is either in stock or in use throughout the School Division. This record is updated on a continuing basis from the transaction documents provided by budget holders to Supply Services.

      (2) Inventory listings shall be prepared annually that will itemize non-expendable property in use at each location. These listings shall be sent to each budget holder for the purpose of facilitating the budget holder's inventory.

      (3) An inventory status report for all locations shall be prepared for the Associate Superintendent for Finance and Risk Management by June 30.

   b. Budget holder
      (1) The budget holder shall verify the accuracy of the inventory listing by conducting a physical inventory of his/her non-expendable property annually and returning a signed copy to Supply Services. Exceptions to the inventory shall be noted with explanation written in memo form or noted directly on the inventory print-out.

      (2) Annual inventories shall be completed according to the following schedule:

         (a) Superintendent’s Staff: August – November (scan results by October 31);
(b) Central Offices: September – April (scan results by March 31);

(c) Elementary Schools: March – May (scan results by April 30);

(d) Middle Schools: September – November (scan results by October 31); and

(e) High Schools: December – March (scan results by February 28).

Note that in all cases, the inventory scan results must be provided to Supply Services at least one month prior to the completion deadline. This intermediate deadline allows for the discrepancy lists to be run and processed before the final inventory results are compiled for the budget holder’s signature.

(3) A status report of discrepancies per school shall be forwarded to the Superintendent by September 1 each year by the Supervisor of Supply Services.

(4) When a principal or department head is replaced, his/her replacement has 30 days in which to complete an inventory and identify discrepancies. If this inventory is not completed during this period, the new budget holder assumes responsibility for the inventory as it exists in the centralized database.

c. Records: Budget holders shall maintain records of the purchase and disposition of all expendable, non-expendable, and fixed property at their location. These records shall be made available to authorized auditors and appropriate central office administrators. Records shall include copies of receipt documents from vendors, copies of gift letters, and copies of internal School Division transaction documents. Records shall be maintained in accordance with Regulation 292-1, “Responsibility and Accountability for Records”.

d. Audit

(1) The inventory and transaction records of each budget holder are subject to audit any time.

(2) An audit shall be conducted by a team coordinated by the Supervisor of Supply Services, to check for the following:

   (a) The physical count of property coincides with inventory records;

   (b) The proper documentation of transactions that added or deleted items from budget holder accounts; and

   (c) The county tags are on applicable non-expendable items (as defined in section IV, 3).

Budget holders shall be responsible for the management of property in accordance with this regulation.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.