**Oklahoma Department of Career and Technology Education**

**Fixed Asset Policies and Procedures**

1. **Purpose**

This policy establishes procedural standards and provides information for the administration of inventories of tangible assets owned by the Oklahoma Department of Career and Technology Education (CareerTech).

1. **Definitions**

The following words or terms, when used in this policy, shall have the following meaning unless the context clearly indicates otherwise:

* **Agency**

All divisions and programs directly supervised and funded by the Oklahoma Department of Career and Technology Education (Careertech)

* **Agency Asset**

Any tangible asset purchased, donated to Careertech, or created for use by agency divisions.

* **Agency ID Tag**

A form of unique identification applied to a tangible asset.

* **Business and Industry Services (BIS)**

Business & Industry Programs such as: Training for Industry Programs, Safety Training Programs and Existing Industry Programs *located at a Technology Center or other eligible training sites.*

* **CFO**

Chief Financial Officer

* **COS**

Chief of Staff

* **Donated Asset**

Any tangible asset donated to the Agency or Business and Industry Services from any outside source.

* **Fixed Asset Adjustment Request Form (FAAR)**

Form used to report changes, transfers, and request for removal of a tangible asset.

* **Fixed Asset System (FAS)**

The official record for all agency tangible assets.

* **Inventory**

A detailed list of tangible assets.

* **LEA**

Local Education Authority – Technology Centers and Public Schools.

* **Physical Inventory**Physical verification of agency owned assets.
* **Regional Coordinators**

A liaison between CareerTech and administrative entities involved with the delivery of career and technology education programs and services

* **Surplus Property**

A tangible asset that is no longer useful to the agency

* **Tangible Asset**

Any machinery, implement, tool, furniture, livestock, vehicle, or other apparatus that can be used repeatedly without material impairment of its physical condition that has a calculable period of service and a value exceeding the reporting threshold

* **Threshold**

Dollar amount specified by the agency as the value of tangible assets required to be reported and kept on asset inventory.

**III Specified Threshold**

1. IT - $500 or more
2. Non-IT - $2500.00 or more

**IV Identification of Fixed Assets**All tangible assets acquired by the agency, or reimbursed through an LEA, that meet the specified threshold will be added to the state asset system. The asset will be assigned to a custodian, such as a primary user, program manager, regional coordinator, or other specified custodian.

1. The value of items purchased include the purchase price as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure and prepare the item for its intended use.
2. The value of items created or donated will be fair market value.
3. All donated assets will require a donation form with the CareerTech director’s approval and signature before donation is received.
4. The Asset Coordinator will issue an Agency ID tag. The tag(s) and a printout will be sent within a month to the custodian. The agency tag is to be affixed where it can be read easily.
5. The location, assignment, serial number, and description shall be verified when the asset is tagged. The printout shall be signed by the custodian or designee and returned to the Asset Coordinator within one month.

**V Changes to Fixed Assets**

1. Any change to the status of an asset(s) must have a completed Fixed Asset Adjustment Request (FAAR) Form submitted to the Fixed Asset Coordinator. (Form is located under Finance/Fixed Assets in CT SharePoint)
   1. Assets returned for credit or exchanged: Complete a FAAR form,

including an explanation for returned/exchanged asset. Also, list all information for new asset. Form will be signed/dated by custodian.

* 1. Assets moved from one location to another: Complete FAAR form with all required information on asset. Form will be signed/dated by originating and receiving custodian.
  2. Assets no longer needed by an agency division: Complete FAAR form with required information on asset. Asset will go to warehouse for use by another division or taken to OMES Surplus in OKC. Form will be signed by originating custodian and warehouse. If going to Surplus, the Careertech CFO or COS must also sign.
  3. Assets no longer needed by an LEA: Asset may be transferred to the LEA or picked up and moved to another location at the end of the program if needed elsewhere.
     1. To transfer the asset to the LEA, the Custodian and Careertech CFO or COS both need to approve and sign the FAAR form. Submit form to Asset Coordinator who will send request to OMES asking permission to transfer.
     2. Transfer to the LEA is complete once Asset Coordinator receives permission from OMES and removes asset from Fixed Asset System.
  4. Assets lost, stolen, or destroyed: Complete FAAR form with required information on asset. Form will be signed by current custodian and submitted to the Asset Coordinator within thirty (30) days of discovery.
     1. Assets reported as lost, missing, or destroyed require an explanation in the remarks section of the FAAR form stating when the asset was last verified, who verified the asset, and where the asset was located at that time.
     2. Assets reported as stolen will require a police report or documentation reporting the theft to the facilities manager or regional coordinator.
     3. Asset Coordinator will send request to OMES asking permission to remove asset from the Fixed Asset System.

1. Asset Coordinator will make asset changes in the Fixed Asset System.
2. Asset Coordinator will send a signed copy of the FAAR form and a list of removed asset(s) to the appropriate custodian. Removal and return of Agency ID tags will be required on assets returned, exchanged, or transferred to an LEA.
3. Assets added to FAS in error due to duplication, consumable parts, coding errors, etc., would be approved and removed by the Asset Coordinator.

**VI Maintenance/Accountability**

1. The Custodian is responsible for all assets assigned to locations under his/her supervision.
2. The LEA is responsible for tangible assets located at the public school, tech center, or other BIS eligible training site. Responsibility includes:
   1. Routine/preventative maintenance and repair(s).
   2. Replacing assets salvaged due to lack of maintenance, abuse, or natural disaster.
   3. Replacing assets that are lost or stolen.
   4. Insuring the asset(s).
   5. Using the asset(s) only for approved training. Use for other reasons is against state statutes and shall be cause for immediate removal of the asset from the training site.
3. CareerTech reserves the right to withdraw BIS equipment at any time after giving a notification of five (5) workdays.

**VII Fixed Assets Inventory**

1. An annual *physical inventory* of agency assets shall be conducted using

the following schedule:

1. Agency In-House and LEA: Sep 1 – Oct 31
2. Skills Centers: Jul 1 – Aug 31
3. The designated custodian or a Regional Coordinator (tech centers) will receive a current list of assets for inventory verification.

Verification process:

1. Verify the existence of each asset on the inventory listing.
2. Verify all serial numbers and if incorrect, supply correct serial number.
3. Report tangible assets physically located in the division/program, but not on the printout.
4. Report missing or damaged tags.
5. Report tangible assets listed on printout but not located in division/program. (*See V.A.5, lost, stolen, or destroyed assets)*
6. The verified and updated list must be signed by the custodian or Regional Coordinator and returned to the Asset Coordinator by the following:

1. Agency In-House and LEA assets by Oct 31 or last day of work in month

2. Skills Centers by Aug 31 or last day of work in month

D. An asset list reflecting any updates or corrections will be sent to the

custodian for their files by November 30.

E. In the event of an emergency, procedures for physical inventory may be

changed by the Asset Coordinator.