

## **Capitalization of Assets Internal Control**

### **Capital Asset Identification**

The Superintendent or designee shall develop a system to ensure that all capital assets have a capital asset record established at the point of acquisition. A copy of the capital asset record shall be forwarded to the building/department acquiring the asset. The capital asset record information shall also be entered on a master control listing maintained by the business office.

### **Annual Inventory - Capital Assets**

All equipment, machinery and vehicles not permanently attached to a facility or structure valued in excess of \$5,000 shall be inventoried annually. Each building and departmental administrator shall establish the methods and means of verifying the existence of all such capital assets within their building/department.

The Superintendent or designee shall provide access to the capital asset record for all capital assets listed by location to facilitate the annual inventory process.

Each building/department shall forward evidence of the annual physical verification of capital assets to the Superintendent or designee by June 30 of each year.

### **Small Attractive Assets**

**Computers** - The Technology Program Director shall develop a system to ensure that all computers are identified and accounted for at least annually by location. A "technology resource" person shall be appointed at each building/department that will provide the identity and location of each computer to the Technology Program Director. The technology resource person shall, at least annually, verify the existence of each computer at their location and provide the verification to the Technology Program Director. The Technology Program Director shall maintain a master control listing of all computers within the District.

**Cameras, LaserWriter Printers, Video Projectors, DVD Player/Recorders and Flat Panel Displays** - Each building and departmental administrator shall establish the methods and means to inventory and list, at least annually, each of the small attractive assets (except computers) by location within their respective building/department.

Each building/department shall forward evidence of the annual physical verification of small attractive assets to the Superintendent or designee by June 30 of each year.

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