

Equipment Inventory Processes at the School-level

School-Level:

Each Media Specialist is required to maintain, monitor, and have direct knowledge of the items in the Media Center and his/her respective school. All items purchased from object codes 615, 616, and 642 will have asset tags as follows:

- Destiny (software) created **BAR CODES** are used for all items.
- Local **BLUE** metal decals will be used until the supply is depleted for QBE/Local money/Fund 150.
- Local **RED** metal decals for funds 402/403-1750, 414/415-1784 will continue to be used.
- Local **GREEN** metal decals will be continued for L4GA.

Each Media Specialist attached the appropriate Destiny Bar Code and local metal decals. In addition, they will write on each digital item the following in marker: Fiscal Year, Fund Source, Destiny Bar Code.

Requisition of Equipment

Each school follows the district's procedures for requisitioning and purchasing. *Requesting products through a Purchase Requisition / Order:*

- A designated and trained employee using LCSS' financial software completes purchase requisitions. The primary staff at each school creating PRs is the bookkeeper. There are a few exceptions and the principal and the superintendent /designee approve these.
- The Associate Accountant has created a school-level approval path depending on funding sources. For QBE and Fund 150 funds, the approval path is Bookkeeper –Principal – Superintendent - Accounts Payable Clerk. For federal funds the approval path is Bookkeeper –Principal –specific Federal Program Director – Superintendent - Accounts Payable Clerk.
- The Accounts Payable Clerk enters the PR into LCSS' financial software and assigns to it a P.O. number.
- For all items purchased, the Accounts Payable Clerk then faxes or mails the P.O. to the vendor.

If an item is more than \$5,000, three quotes are obtained and the lowest quote with the best value is used.

If an item is over \$10,000, bids must go to the Lamar County Board of Education for approval.

Purchasing: LCSS BOE Policy ...DJEE (2012)

Recognizing the fact that the Lamar County Schools are supported, in part, by tax moneys paid by this community, it shall be an established policy of the Board of Education that where price, quality and service are equal, preference will be given in the awarding of bids or contracts to firms and individuals which maintain a place of business within the boundaries of the Lamar County School District, excluding Federal purchases.

"Lamar County vendor" shall include persons bidding or offering quotations for supplies, materials and/or equipment in his/her name or in the name of the firm or firms he/she represents, which person and/or firm(s) shall own real or personal property with taxes returnable to Lamar County. To be considered a "Lamar County vendor" the person or firm(s) must not be delinquent in payment of taxes due to Lamar County at the time of the bid.

The Superintendent or his/her designee is authorized in his/her discretion to negotiate with and arrange for the purchase of items of more than \$5,000.00 per unit but less than \$10,000.00 per unit from a Lamar County vendor as opposed to a vendor outside Lamar County, when a quotation by the Lamar County vendor is not more than 5% higher than a quotation given by a vendor outside of Lamar County, excluding Federal purchases.

The Board of Education may authorize the Superintendent in its discretion to negotiate with and purchase items of more than \$10,000.00 per unit from a Lamar County vendor that has submitted a bid as opposed to a bidding vendor outside Lamar County, excluding Federal purchases. When a quotation by the Lamar County vendor is not more than 5% higher than a quotation given by a vendor outside of Lamar County, excluding Federal purchases.

The Board of Education is also authorized in its discretion to negotiate between Lamar County vendors whose bids are within 5% of each other and to choose between same and make such purchases in a manner that in the Board of Education's discretion best meets the needs of Lamar County, excluding Federal purchases.

Purchase Orders and Contracts: LCSS BOE Policy DJEG (2017)

No person shall be allowed to make purchases in the name of the school district or school without an authorized purchase order. In emergency situations, with approval from Department Directors, work orders may be used in lieu of purchase orders by maintenance, transportation, and technology.

Purchase orders are not used for budget items such as - (examples include but are not limited to):

- State contracts, Contracts issued for construction, architects, Griffin RESA, U.S.D.A., other school districts
- Utilities, telephone bills, fuel, travel, independent staffing agreements

The Superintendent or designee shall approve all district level purchases. The principal or designee shall approve all school level purchases. The principal shall not purchase, or allow to be purchased, any items from funds from the internal school account unless the funds are available to make the purchase.

All purchasing regulations must be adhered to regardless of funding source.

Entry of Information into Inventory Management System

School-Level:

Each school's Media Specialist enters all district assets purchased, transferred, and/or assigned to the respective school no matter the funding source. Each Media Specialist uses the Destiny (Follett) software to manage the assets. For each asset, the federal required elements are entered. For FY20, the FAIN number is not required for items purchased with Fund 150.

Each Media Specialist attached the appropriate Destiny Bar Code and local metal decals. In addition, they will write on each digital item the following in marker: Fiscal Year, Fund Source, Destiny Bar Code.

Off-site Use of Equipment

Each employee or student that takes home a CPU, laptop, handheld device, etc. must complete the "Employee/Student Digital Equipment Checkout Agreement". These forms are completed and sent electronically to the Director of Federal Programs & Operations during the Late Fall and Spring School-level Physical Inventory Checks.

Physical Inventory

School-Level:

Each Media Specialist is required to maintain, monitor, and have direct knowledge of the items in the Media Center and his/her respective school. Each Media Specialist needs to complete a school-level physical inventory check in the Fall and the Spring. In addition the following occurs:

- Late Fall School-Level Physical Inventory: Each media specialist will complete a physical inventory check of all equipment purchased with 400-9990; 401/9990; 402-1750, 403-1750, 414-1784, and 415-1784 funds late fall each year (CTAE and high school media will work together; special education will complete a district inventory check). The physical inventory check will include all the documents and notes used to verify the location of each item by each media specialist.
 - A Destiny Asset /Audit Report for items purchased with 400-9990; 401/9990; 402-1750, and /or 403-1750, 414-1784 and 415-1784.
 - A completed "Inventory Assurance" form will be the cover sheet and sent to the Director of Federal Programs & Technology Operations with media specialist's signature, date, para signature and date (if applicable), and principal's signature and date.
 - All *Lost/Stolen Forms*.
 - All *Employee Digital Check-out Assurances*.
- District-Level Spring Physical Inventory: The respective Federal Programs Director of each funding source will complete a physical inventory check at the facility in the spring. Purchase Orders are pulled from object codes 615, 616 to check not only if each item is in the inventory software but is in the location that assigned.
- The respective Federal Programs Director of each funding source summarizes with each principal & media specialist the results of the inventory monitoring check.
- If applicable to the funding source, Federal Programs Director of each funding source will request Destiny Asset/Audit Reports for the second district inventory check (electronically in the late spring) with each media specialist's signature and date; and each principal's signature and date.
 - All *Lost/Stolen Reports* will be sent.
 - All *Employee Digital Check-out Assurance* will be sent.

Equipment Disposition

A *LCSS Disposition Form* posted on the Media Programs' Website is completed for all dispositions.

School-Level & Central Office:

Disposition (Disposition); *Identifies a change of original location and life end.*

- i. **Surplus/Disposed (enter date)** – *Item has been declared dead.*
 - A LCSS Disposition Form must be completed and sent to the Director of Federal Programs & Technology Operations.
 - The Director of Federal Programs & Technology Operations will coordinate the process.
 - The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
 - For surplus items, the Director of Federal Programs & Technology Operations will:

- Send an email to the ALL district staff email list with procedures outline if staff is interested in an item(s). Specific procedures for classroom use or personal use are included in the email.
- Ask for the items to be posted on the district's website.
- Coordinate costs for items that will for personal use with the Computer Operations Manager or the Finance Director.
- In addition, for central office surplus items, an email is sent to all media specialist to see if he/she is interested for use at the school. If so, each name is placed in a drawing for the item.
- For items declared dead, the Director of Federal Programs & Technology Operations will complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology and the respective Media Specialist.

This item must remain on inventory reports for three years. After that it may be removed from Destiny. If at the district level, the item will be removed from the district software.

- ii. Transferred to Non-Core (enter date) –(items purchased with 400, 401, 402, 403, 414, 415) in priority order of after the C = core:
- N-Core = non-core
 - SE = Special Education

A comment is required (for items purchased with 400, 401, 402, 403, 414, 415) to state why it is not in the original core classroom. This must stay on the inventory list for at least three years unless determined disposed. – *The item is still coded usable 3+ years and is located in the same building but in a non-core area. A comment must be written why it left the core area before it was surplus/dispensed. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The date of the email can be placed in the comments section.*

- iii. Transferred to another building must stay in Federal core in new building (enter date; w/comment)
- Tfer to ES (d/cmt) = Transfer to LCES with date and comment - in core or core lab
 - Tfer to HS (d/cmt) = Transfer to LCHS with date and comment - in core or core lab
 - Tfer to MS (d/cmt) = Transfer to LCMS with date and comment - in core or core lab
 - Tfer to PS (d/cmt) = Transfer to LCPS with date and comment - in core or core lab

A comment is required (for all items) to state why it is not remaining in the building. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The Director of Federal Programs & Technology Operations will make the decision after conferring with the Computer Operations Manager and the Superintendent. The date of the email will be placed in the comments section.

This must stay on the inventory list for at least three years at the initial building. After three years, the item may be deleted out of Destiny/central office Excel spreadsheet.

Once the recipient school receives the item, it is still coded "usable 3+ years". The same priority list stated in #12.ii must be followed when assigning the item. If it is not placed in the core, a comment must be written on why it left the core area before it was surplus/dispensed.

Loss, Damage or Theft of equipment

A *Lost/Stolen Report* is located on the Media Programs website is completed for equipment that is lost or stolen. It must be completed by the Media Specialist, SRO, & signed by the principal.

School-Level:

When the media specialist realizes that an item is lost or stolen, he/she will:

- Notify the principal, the Computer Operations Manager, and SRO immediately via email.
- Update the inventory in Destiny with the condition as “Lost/ Stolen” and the date that the item was reported as missing.

The Computer Operations Manager will report to Director of Federal Programs & Technology Operations and Superintendent.

The media specialist must coordinate the completion of the district’s Revised FY20 *Lost/Stolen Report* with the SRO. Within 5-10 working days of the original notification, the *Lost/Stolen Report* must be completed and emailed to Computer Operations Manager, Director of Federal Programs & Technology Operations, and Superintendent.

If there is a damaged item that cannot be used any longer, the Media Specialist follows the disposition protocols. *An Item has been declared dead.*

- A *LCSS Disposition Form* must be completed and sent to the Director of Federal Programs & Technology Operations.
- The Director of Federal Programs & Technology Operations will coordinate the process.
- The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
- For items declared dead, the Director of Federal Programs & Technology Operations will complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology, and the respective Media Specialist.

This item must remain on inventory reports for three years. After that it may be removed from Destiny. If at the district level, the item will be removed from the district software.

Equipment Use Targeted Assistance Programs

The Lamar County School System does not have any targeted - assistance programs. If we did, the district’s procedures and the federal program requirements would be followed.

Equipment Use for Private Schools

The Lamar County School System does not have a participating private school in FY20. If we did, the district’s procedures and the federal program requirements would be followed.

Dissemination Procedures of the District Inventory to Faculty and Staff (including allowable use of Title I purchased equipment to Title I staff)

The Director of Federal Programs & Technology Operations will coordinate with the Computer Operations Manager and the Student Information Systems Manager to ensure that the LCSS' District Inventory Procedures are:

- posted year-long on the: LCSS' Media Programs website link http://www.lamar.k12.ga.us/departments/teaching_learning/media_program;
- posted year-long on the: Employee's Infinite Campus announcement site; and
- emailed to the staff each year.

District-wide inventory control system accounts for all equipment purchased with federal dollars and contains the required elements

School-Level

Schools keep an Asset/Audit Report record showing required fields (in parenthesis shows what the *Destiny* software names each of the following).

All inventories will be set up to use the following information:

1. **Description of Item (Display Name)**
2. **Serial number (Serial Number)**
3. **Date of purchase (PO Date)**
4. **Unit Cost (Purchase Price)**
5. **Funding Source (Funding Source) –including FAIN for all items purchased with 400-9990, 401-9990, 402-1750, 403-1750, 414-1784, 415-1784)**
6. **Title Who holds title to the equipment? LCBOE**
If funds from more than one program was used to purchase the equipment then each program should be listed as the title, and if possible, notation of percentage should be listed (e.g. 75% 402-1750 to 25% LCGA).
7. **Location (Home Location)**
8. **Use (Purpose) identifies the original use of the item at purchase and should never be changed. If moved out of core or to another building, this will be reflected in Disposition:**
 - Core;
 - Core lab;
 - PL for LSS;
 - PI;
 - CTAE;
 - SpEd;
 - Pre-k;
 - Media (budgeted and expended from Fund 150-1310-2220-616);
 - Admin (budgeted and expended from Fund 150-9990- 2400-616);
 - Staff (Classified);
 - Central Office will use Core, Admin, PIC)

9. **Decal number (District ID)** - Schools will write on each digital item the following in marker: Fiscal Year, Fund Source, and *Destiny* Bar Code.
- *Destiny* (software) created **BAR CODES** are used for all items.
 - Local **BLUE** metal decals will be used until the supply is depleted for QBE/Local money/Fund 150.
 - Local **RED** metal decals for funds 402/403-1750, 414/415-1784 will continue to be used.
 - Local **GREEN** metal decals will be continued for L4GA.).

10. Vendor (Vendor)

11. Condition (Resource Condition);

- 1-New (0-2 yrs)
- 2-Usable (3+yrs) *Must be changed in Destiny*
- 3-Damaged - *Item is damaged but usable (screen cracked, but usable)*
- 4-Lost/Stolen (enter date) - Not in the building, and did not go through the surplus process to be removed from inventory. A *Lost/Stolen Report* is located on the Media Programs website is completed for equipment that is lost or stolen.

Lost/Stolen/Damaged

School- Level:

When the media specialist realizes that an item is lost or stolen, he/she will:

- Notify the principal, the Computer Operations Manager, and SRO immediately via email.
- Update the inventory in *Destiny* with the condition as "Lost/ Stolen" and the date that the item was reported as missing.

The Computer Operations Manager will report to Director of Federal Programs & Technology Operations and Superintendent.

The media specialist must coordinate the completion of the district's Revised FY20 *Lost/Stolen Report* with the SRO. Within 5-10 working days of the original notification, the *Lost/Stolen Report* must be completed and emailed to Computer Operations Manager, Director of Federal Programs & Technology Operations, and Superintendent.

If there is a damaged item that cannot be used any longer, the Media Specialist follows the disposition protocols.

An Item has been declared dead.

- *A LCSS Disposition Form must be completed and sent to the Director of Federal Programs & Technology Operations.*
- *The Director of Federal Programs & Technology Operations will coordinate the process.*
- *The Superintendent will approve /not approve, sign, and date the LCSS Disposition Form.*
- *For items declared dead, the Director of Federal Programs & Technology Operations will complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved LCSS Disposition Form will be sent to the appropriate Maintenance staff, technology, and the respective Media Specialist.*

*This item must remain on inventory reports for three years. After that it may be removed from *Destiny*. If at the district level, the item will be removed from the district software.*

12. Disposition (Disposition); *Identifies a change of original location and life end.*

- i. **Surplus/Disposed (enter date)** – *Item has been declared dead.*
- A *LCSS Disposition Form* must be completed and sent to the Director of Federal Programs & Technology Operations. The following procedures include:
 - The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
 - For surplus items, the Director of Federal Programs & Technology Operations will
 - Send an email to the ALL district staff email list with procedures outline if staff is interested in an item(s). Specific procedures for classroom use or personal use are included in the email.
 - Ask for the items to be posted on the district's website.
 - Coordinate costs for items that will for personal use with the Computer Operations Manager or the Finance Director.
 - In addition, for central office surplus items, an email is sent to all media specialist to see if he/she is interested for use at the school. If so, each name is placed in a drawing for the item.
 - For items declared dead, the Director of Federal Programs & Technology Operations will complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology and the respective Media Specialist.

This item must remain on inventory reports for three years. After that it may be removed from Destiny. If at the district level, the item will be removed from the district software.

- ii. **Transferred to Non-Core (enter date)** -items purchased with 400, 401, 402, 403, 414, 415) in priority order of after the C = core:
- N-Core = non-core
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A comment is required (for items purchased with 400, 401, 402, 403, 414, 415) to state why it is not in the original core classroom. This must stay on the inventory list for at least three years unless determined disposed. – *The item is still coded usable 3+ years and is located in the same building but in a non-core area. A comment must be written why it left the core area before it was surplussed/dispoused. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The date of the email can be placed in the comments section.*

- iii. **Transferred to another building must stay in Federal core in new building (enter date; w/comment)**
- Tfer to ES (d/cmt) = Transfer to LCES with date and comment - in core or core lab
 - Tfer to HS (d/cmt) = Transfer to LCHS with date and comment - in core or core lab
 - Tfer to MS (d/cmt) = Transfer to LCMS with date and comment - in core or core lab
 - Tfer to PS (d/cmt) = Transfer to LCPS with date and comment - in core or core lab

A comment is required (for all items) to state why it is not remaining in the building. Media specialists will send an email to the Director of Federal Programs & Technology Operations. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The Director of Federal Programs & Technology Operations will make the decision after conferring with the Computer Operations Manager and the Superintendent. The date of the email will be placed in the comments section.

This must stay on the inventory list for at least three years at the initial building. After three years, the item may be deleted out of Destiny/central office Excel spreadsheet.

Once the recipient school receives the item, it is still coded "usable 3+ years". The same priority list stated in #12.ii must be followed when assigning the item. If it is not placed in the core, a comment must be written on why it left the core area before it was surplus/dispensed.

Equipment Inventory Processes at the School-level and at the Central Office

Central Office

The Director of Federal Programs & Technology Operations coordinates the process. All items purchased from object codes 615 and 616 will have asset tags as follows:

- Local **BLUE** metal decals will be used for QBE/Local money.
- Local **RED** metal decals for funds 402/403-1750, 414/415 -1784 continue to be used.
- Local **GREEN** metal decals will be continued for L4GA.)

Note: (Special Education, SNP & Transportation Directors maintain his/her documentation)

(Maintenance will need to notify the LCSS' Director of Federal Programs & Technology Operations, - if your item is shipped directly to your office!!!)

- **New technology item** comes in to central office: The staff member (for which item is purchased) is complete a technology help ticket to install new computer or equipment.
 - Technology will notify the Director of Federal Programs & Technology Operations, of the inventory tag number upon completion of the ticket. *(Provide the purchase order number, purchase date, serial number, model number, and funding source.)*
 - The Director of Federal Programs & Technology Operations will modify the master inventory list on district software to follow federal uniform requirements listed below.
- **New item (not technology related)** comes in to central office: Person (for which item is purchased) will:
 - Send an email to the LCSS' Director of Federal Programs & Technology Operations.
 - Come by the LCSS' Director of Federal Programs & Technology Operations' office to pick up Trojan sticker to attach to item. *(Provide the purchase order number, purchase date, serial number, model number, and funding source.)*
 - The Director of Federal Programs & Technology Operations will modify the master inventory list on district software to follow federal uniform requirements listed below.

To safeguard the all equipment, items are housed in each district facility that is kept locked with a nightly alarm. Cameras are located throughout the buildings that can assist in investigations as necessary.

Neglected and Delinquent (N&D):

The Director of Federal Programs & Technology Operations and the Coordinator of N&D work together on the inventory for the N&D facility. The Director of Federal Programs & Technology Operations completes the entry of information twice a year via Inventory Excel spreadsheets.

All items purchased for the N&D facility are considered district-owned and under the umbrella of the central office. As a result, all of the central office inventory procedures apply to these items.

All items purchased have local **RED** metal decals. (**BLUE** metal asset tags were also used in previous years and may be on some older items).

To safeguard the equipment, the Coordinator of N&D uses the N&D Inventory Excel spreadsheet provided by the Director of Federal Programs & Technology Operations twice a year to monitor items at the N&D facility. The

Coordinator of N&D completes the face-to-face physical inventories at these times. The district's procedures are followed including making sure the disposition forms and Stolen/Lost reports are completed accurately.

Requisition of Equipment

Each school follows the district's procedures for requisitioning and purchasing. *Requesting products through a Purchase Requisition / Order:*

- A designated and trained employee using LCSS' financial software completes purchase requisitions. The primary staff at each school creating PRs is the bookkeeper. There are a few exceptions and the principal and the superintendent /designee approve these.
- The Associate Accountant has created a school-level approval path depending on funding sources. For QBE and Fund 150 funds, the approval path is Bookkeeper –Principal – Superintendent - Accounts Payable Clerk. For federal funds the approval path is Bookkeeper –Principal –specific Federal Program Director – Superintendent - Accounts Payable Clerk.
- The Accounts Payable Clerk enters the PR into LCSS' financial software and assigns to it a P.O. number.
- For all items purchased, the Accounts Payable Clerk then faxes or mails the P.O. to the vendor.

If an item is more than \$5,000, three quotes are obtained and the lowest quote with the best value is used.

If an item is over \$10,000, bids must go to the Lamar County Board of Education for approval.

Purchasing: LCSS BOE Policy ...DJEE (2012)

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"Lamar County vendor" shall include persons bidding or offering quotations for supplies, materials and/or equipment in his/her name or in the name of the firm or firms he/she represents, which person and/or firm(s) shall own real or personal property with taxes returnable to Lamar County. To be considered a "Lamar County vendor" the person or firm(s) must not be delinquent in payment of taxes due to Lamar County at the time of the bid.

The Superintendent or his/her designee is authorized in his/her discretion to negotiate with and arrange for the purchase of items of more than \$5,000.00 per unit but less than \$10,000.00 per unit from a Lamar County vendor as opposed to a vendor outside Lamar County, when a quotation by the Lamar County vendor is not more than 5% higher than a quotation given by a vendor outside of Lamar County, excluding Federal purchases.

The Board of Education may authorize the Superintendent in its discretion to negotiate with and purchase items of more than \$10,000.00 per unit from a Lamar County vendor that has submitted a bid as opposed to a bidding vendor outside Lamar County, excluding Federal purchases. When a quotation by the Lamar County vendor is not more than 5% higher than a quotation given by a vendor outside of Lamar County, excluding Federal purchases.

The Board of Education is also authorized in its discretion to negotiate between Lamar County vendors whose bids are within 5% of each other and to choose between same and make such purchases in a manner that in the Board of Education's discretion best meets the needs of Lamar County, excluding Federal purchases.

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- State contracts, Contracts issued for construction, architects, Griffin RESA, U.S.D.A., other school districts
- Utilities, telephone bills, fuel, travel, independent staffing agreements

The Superintendent or designee shall approve all district level purchases. The principal or designee shall approve all school level purchases. The principal shall not purchase, or allow to be purchased, any items from funds from the internal school account unless the funds are available to make the purchase.

All purchasing regulations must be adhered to regardless of funding source.

Entry of Information into Inventory Management System

Central Office:

The Director of Federal Programs & Operations enters all district assets purchased, transferred, and/or assigned to the respective school no matter the funding source in Excel spreadsheets. Director of Federal Programs & Operations works with each staff member and the technology department to ensure the appropriate local metal decals are placed on each item.

Off-site Use of Equipment

Each employee or student that takes home a CPU, laptop, handheld device, etc. must complete the "Employee/Student Digital Equipment Checkout Agreement". These forms are sent electronically to the Director of Federal Programs & Operations during the Late Fall School-level Physical Inventory Check.

Physical Inventory

Central Office:

- The Director of Federal Programs & Operations completes two physical inventories each year, ensures that *Lost/Stolen Reports* and *All Employee Digital Checkout Assurances* are completed. The Coordinator of N&D completes two physical inventories at the same time (*ensuring disposition forms and Lost/Stolen Reports* are completed).

Equipment Disposition

A *LCSS Disposition Form* posted on the Media Programs' Website is completed for all dispositions.

School-Level & Central Office:

Disposition (Disposition); *Identifies a change of original location and life end.*

- i. **Surplus/Disposed (enter date) – Item has been declared dead.**
- A LCSS Disposition Form must be completed and sent to the Director of Federal Programs & Technology Operations.
 - The Director of Federal Programs & Technology Operations will coordinate the process.
 - The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
 - For surplus items, the Director of Federal Programs & Technology Operations will:
 - Send an email to the ALL district staff email list with procedures outline if staff is interested in an item(s). Specific procedures for classroom use or personal use are included in the email.
 - Ask for the items to be posted on the district's website.
 - Coordinate costs for items that will for personal use with the Computer Operations Manager or the Finance Director.
 - In addition, for central office surplus items, an email is sent to all media specialist to see if he/she is interested for use at the school. If so, each name is placed in a drawing for the item.
 - For items declared dead, the Director of Federal Programs & Technology Operations will complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology and the respective Media Specialist.

This item must remain on inventory reports for three years. After that it may be removed from Destiny. If at the district level, the item will be removed from the district software.

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A comment is required (for all items) to state why it is not remaining in the building. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The Director of Federal Programs & Technology Operations will make the decision after conferring with the Computer Operations Manager and the Superintendent. The date of the email will be placed in the comments section.

This must stay on the inventory list for at least three years at the initial building. After three years, the item may be deleted out of Destiny/central office Excel spreadsheet.

Once the recipient school receives the item, it is still coded "usable 3+ years". The same priority list stated in #12.ii must be followed when assigning the item. If it is not placed in the core, a comment must be written on why it left the core area before it was surplus/disposed.

Loss, Damage or Theft of equipment

A *Lost/Stolen Report* is located on the Media Programs website is completed for equipment that is lost or stolen. It must be completed by the Media Specialist, SRO, & signed by the principal.

Central Office:

When a central office person realizes an item is lost or stolen, he/she will

- He/she must notify the Computer Operations Manager immediately.
- The Computer Operations Manager will report to Director of Federal Programs & Technology Operations and the Superintendent.
- The Computer Operations Manager, the Director of Federal Programs & Technology Operations, and SRO will work together to complete the district's Revised FY20 *Lost/Stolen Report* within 5-10 working days of the original notification. The Superintendent will be emailed a copy.

If there is a damaged item that cannot be used any longer, the Computer Operations Manager and the Director of Federal Programs & Technology Operations will work together to follow the disposition protocols.

An Item has been declared dead.

- A *LCSS Disposition Form* will be completed and sent to the superintendent for approval.
- The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
- For items declared dead, the Computer Operations Manager and the Director of Federal Programs & Technology Operations will work together to complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology and the respective Media Specialist.

Equipment Use Targeted Assistance Programs

The Lamar County School System does not have any targeted assistance programs. If we did, the district's procedures and the federal program requirements would be followed.

Equipment Use for Private Schools

The Lamar County School System does not have a participating private school in FY20. If we did, the district's procedures and the federal program requirements would be followed.

Dissemination Procedures of the District Inventory to Faculty and Staff (including allowable use of Title I purchased equipment to Title I staff)

The Director of Federal Programs & Technology Operations will coordinate with the Computer Operations Manager and the Student Information Systems Manager to ensure that the LCSS' District Inventory Procedures are:

- posted year-long on the: LCSS' Media Programs website link
http://www.lamar.k12.ga.us/departments/teaching_learning/media_program;

- posted year-long on the: Employee's Infinite Campus announcement site; and
- emailed to the staff each year.

District-wide inventory control system accounts for all equipment purchased with federal dollars and contains the required elements

Central Office

The district level will identify them as required on Excel spreadsheet.

All inventories will be set up to use the following information:

1. **Description of Item (Display Name)**
2. **Serial number (Serial Number)**
3. **Date of purchase (PO Date)**
4. **Unit Cost (Purchase Price)**
5. **Funding Source (Funding Source) –including FAIN for all items purchased with 400, 401, 402, 403, 414, 415)**
6. **Title: Who holds title to the equipment? LCBOE**
If funds from more than one program was used to purchase the equipment then each program should be listed as the title, and if possible, notation of percentage should be listed (e.g. 75% 402-1750 to 25% LCGA).
7. **Location (Home Location)**
8. **Use (Purpose) identifies the original use of the item at purchase and should never be changed. If moved out of core or to another building, this will be reflected in Disposition:**
 - Core;
 - Core lab;
 - PL for LSS;
 - PI;
 - CTAE;
 - SpEd;
 - Pre-k;
 - Media (budgeted and expended from Fund 150-1310-2220-616);
 - Admin (budgeted and expended from Fund 150-9990- 2400-616);
 - Staff (Classified);
 - Central Office will use Core, Admin, PIC)
9. **Decal number (District ID) - Schools will write on each digital item the following in marker: Fiscal Year, Fund Source, Destiny Bar Code.**
 - Destiny (software) created **BAR CODES** are used for all items.
 - Local **BLUE** metal decals will be used until the supply is depleted for QBE/Local money/Fund 150.
 - Local **RED** metal decals for funds 402/403-1750, 414/415-1784 will continue to be used.
 - Local **GREEN** metal decals will be continued for L4GA.)

10. Vendor (Vendor)

11. Condition (Resource Condition);

- 1-New (0-2 yrs)
- 2-Usable (3+yrs) *Must be changed in Destiny*
- 3-Damaged - *Item is damaged but usable (screen cracked, but usable)*
- 4-Lost/Stolen (enter date) - Not in the building, and did not go through the surplus process to be removed from inventory. A *Lost/Stolen Report* is located on the Media Programs website is completed for equipment that is lost or stolen.

Lost/Stolen/Damaged

Central Office:

When a central office person realizes an item is lost or stolen, he/she will

- He/she must notify the Computer Operations Manager immediately.
- The Computer Operations Manager will report to Director of Federal Programs & Technology Operations and the Superintendent.
- The Computer Operations Manager, the Director of Federal Programs & Technology Operations, and SRO will work together to complete the district's Revised FY20 *Lost/Stolen Report* within 5-10 working days of the original notification. The Superintendent will be emailed a copy.

If there is a damaged item that cannot be used any longer, the Computer Operations Manager and the Director of Federal Programs & Technology Operations will work together to follow the disposition protocols.

An Item has been declared dead.

- A *LCSS Disposition Form* will be completed and sent to the superintendent for approval by the Director of Federal Programs and Operations.
- The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
- For items declared dead, the Computer Operations Manager and the Director of Federal Programs & Technology Operations will work together to complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology and the respective Media Specialist.

12. Disposition (Disposition); *Identifies a change of original location and life end.*

- i. **Surplus/Disposed (enter date) – *Item has been declared dead.***
 - A *LCSS Disposition Form* must be completed and sent to the Director of Federal Programs & Technology Operations. The following procedures include:
 - The Superintendent will approve /not approve, sign, and date the *LCSS Disposition Form*.
 - For surplus items, the Director of Federal Programs & Technology Operations will
 - Send an email to the ALL district staff email list with procedures outline if staff is interested in an item(s). Specific procedures for classroom use or personal use are included in the email.
 - Ask for the items to be posted on the district's website.
 - Coordinate costs for items that will for personal use with the Computer Operations Manager or the Finance Director.
 - In addition, for central office surplus items, an email is sent to all media specialist to see if he/she is interested for use at the school. If so, each name is placed in a drawing for the item.

- For items declared dead, the Director of Federal Programs & Technology Operations will complete a Maintenance request for the items to be picked up. In addition, a follow-up email including the approved *LCSS Disposition Form* will be sent to the appropriate Maintenance staff, technology and the respective Media Specialist.

This item must remain on inventory reports for three years. After that it may be removed from Destiny. If at the district level, the item will be removed from the district software.

- ii. **Transferred to Non-Core (enter date) -items purchased with 400, 401, 402, 403, 414, 415) in priority order of after the C = core:**
 - N-Core = non-core
 - SE = Special Education

A comment is required (for items purchased with 400, 401, 402, 403, 414, 415) to state why it is not in the original core classroom. This must stay on the inventory list *for at least three years unless determined disposed*. – *The item is still coded usable 3+ years and is located in the same building but in a non-core area. A comment must be written why it left the core area before it was surplus/dispensed. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The date of the email can be placed in the comments section.*

- iii. **Transferred to another building must stay in Federal core in new building (enter date; w/comment)**
 - Tfer to ES (d/cmt) = Transfer to LCES with date and comment - in core or core lab
 - Tfer to HS (d/cmt) = Transfer to LCHS with date and comment - in core or core lab
 - Tfer to MS (d/cmt) = Transfer to LCMS with date and comment - in core or core lab
 - Tfer to PS (d/cmt) = Transfer to LCPS with date and comment - in core or core lab

A comment is required (for all items) to state why it is not remaining in the building. Media specialists will send an email to the Director of Federal Programs & Technology Operations. An email must show that the Director of Federal Programs & Technology Operations has approved the transfer. The Director of Federal Programs & Technology Operations will make the decision after conferring with the Computer Operations Manager and the Superintendent. The date of the email will be placed in the comments section.

This must stay on the inventory list for at least three years at the initial building. After three years, the item may be deleted out of Destiny/central office Excel spreadsheet.

Once the recipient school receives the item, it is still coded “usable 3+ years”. The same priority list stated in #12.ii must be followed when assigning the item. If it is not placed in the core, a comment must be written on why it left the core area before it was surplus/dispensed.