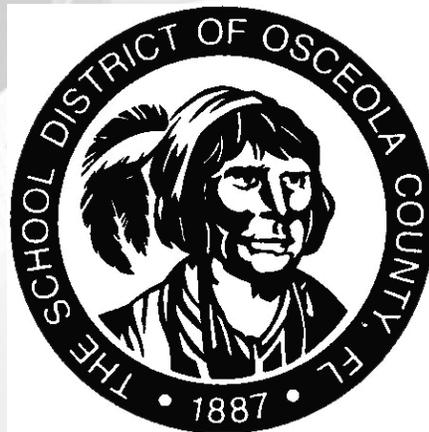


The School District of Osceola County, Florida

Property Record Manual



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Student Achievement-Our Number One Priority
An Equal Opportunity Agency

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TABLE OF CONTENTS

Contents

Mission Statement	4
Introduction	5
1001 Terms	6
Asset/Property Record Number	6
Building Number	6
Condition	6
Date Acquired	6
Date of Last Inventory	6
Description/Type	6
Disposition Code	6
Facility	7
Fund	7
Item/Property Code	7
Life Expectancy	7
Location	7
Model/Make	7
Name of Manufacturer	7
Property Custodian	8
Property Record Equipment	8
Property Record Inventory Control Clerk	8
Property Records Technician	8
Property Value	8
Purchase Order Number	8
Purchased/Donated From	8
Room Number	8
Room Number Suffix	8
School Board	8
Superintendent	9
Supplies	9
Surplus Property	9
Value	9
Chapter 2	10
Acquisition/Disposition of Property and Equipment	10
New Property Purchased	10
Trading In Property	10
Trading In Equipment	11
Property Gifts	11
Internal Funds Property Purchases	11
Disposition of Property and Equipment	11
Surplus Property and Equipment	11
Federally Funded Property	11
Chapter 3	13
Lost or Stolen Property	13
Lost Property	13
Stolen Property	13
Chapter 4	14
Inventory of Property	14
Property Supervision and Control	14
Physical Inventory	14
Annual Inventory	14
Chapter 5	16
Description of Duties	16

Property Custodians	16
Accountability	16
Financial Responsibility	16
Compliance	16
Records.....	16
Identification of Property	17
Director of Purchasing and Warehouse Services	19
Storage of Surplus Property	19
Transportation.....	19
Issuing Surplus Property or Equipment To Facilities.....	19
Disposition of Surplus Property	19
Property Records Personnel Responsibilities	20
Records.....	20
Purchases Charged To Property Records Object Series.....	20
Completion of Property Records Forms	20
Inactive Files	20
Chapter 6.....	22
Completion of Property Records Forms	22
Appendix.....	26

Mission Statement

The mission of the Property Records Department is to establish and promote measures that will enable the School District of Osceola County, Florida to adequately safeguard and account for all of its property and comply with all applicable state, federal, and School Board rules, regulations and procedures. This involves coordinating the annual physical inventory, recording acquisitions, deletions and other changes into the TERMS Asset Management database in a timely and appropriate manner; managing the transfer and disposition of surplus property; and providing the appropriate property related information and training to School District departments and schools.

Property Records staff also pledges to go beyond the printed word and dedicate themselves to the District by taking great pride in the services provided to our students, staff and community and by providing excellent customer service, integrity, loyalty, and professionalism.

Introduction

0001 Purpose: The Superintendent of Schools, under the guidance of The School Board of Osceola County, Florida, is responsible for the acquisition, control and disposition of all property within the School District of Osceola County, Florida. This manual is the official publication through which technical direction is exercised in order to ensure proper property management.

0002 Objectives: Chapter 274, Florida Statutes and Rule 69I-73 of the Chief Financial Officer, Department of Financial Services, Division of Accounting and Auditing are regulations pertaining to the acquisition, supervision, accountability, control, transfer, and disposal for all tangible personal property owned by the governing board, commission, or authority of a county or a taxing district. The objectives listed below are established in order to ensure compliance with these State Regulations:

1. The School District of Osceola County uses a computerized system to record and maintain an accurate record of its property. Each property record will contain such information as required by the Chief Business and Finance Officer.
2. This publication shall provide the necessary instructions and related information required to operate the computerized property inventory system.
3. The Property Records Technician will be responsible for the assignment of property record numbers and issuance of property record labels for all items of property requiring accountability.
4. Property belonging to the School District of Osceola County shall be identified, visibly marked, and have a property record label placed where it can be easily seen and scanned.
5. The Property Record Inventory Control Lead/Clerk will be responsible for performing the annual physical inventory of all School District property.
6. The annual physical inventory of property shall be accomplished as a "sight verification" and not one obtained by letter or telephone.

W = Sold

T = Traded

J = Junked

D = Donated

9. **Facility:** Refers to the cost center within the School District as defined in the Financial and Program Cost Accounting and Reporting Manual for Florida Schools (Red Book).
10. **Facility Responsible:** The school or department responsible for all property located at their facility.
11. **Fund:** The source of money used to pay for items.
12. **Item/Property Code:** The coding for this data element will be done by the Property Record Technician in accordance with the Property Classification Code Manual on file in the School District Property. The original coding classification for characters 1-4 was developed by the Florida Department of Education. The coding for characters 5-6 was developed by the School District of Osceola County. The Property Code is structured as follows:

Character Position Explanation:

3 – 4	Major Grouping (See Classification Code Manual)
5 - 6	Class (See Classification Code Manual)
7 - 8	Acquisition Code Explanation Acquisition Source (See Acquisition Code Below)
10	Purchased with School District Funds.
12	Purchased with School District Funds for Exceptional Education.
13	Purchased with School District Funds for Vocational Education.
14	Purchased with School District Funds for Career Education.
15	Purchased with School District Funds for Adult Education.
20	Purchased with School Internal Funds.
22	Even Trade (Exchange of Property).
25	Property Gift
26	Property Gift for Federal 400 Projects
30	Purchased with Construction Funds.
40	Purchased with Federal Funds
46	Purchased with School Nutrition Funds

13. **Life Expectancy:** Estimated life expectancy of property recorded in number of months.
14. **Location:** The facility number where the item is located, this can be different from the facility responsible such as Exceptional Student Education Curriculum, Vocational-Adult Education, Special Programs or Information Services, etc.
15. **Model/Make:** The manufacturer's identifying characteristics.
16. **Name of Manufacturer:** Name of manufacturer of property.

17. **Non-Property Record Equipment:** (Referred to hereafter as equipment) An item costing less than \$1,000.00 which retains its original shape and appearance with use and is not expendable. Kits and sets are included in this category.
18. **Project:** This is an area definition which can be designated to accumulate items to a particular accountability area such as Exceptional Student Education, Title I, etc.
19. **Property Custodian:** The person to whom the custody of property has been delegated by the Superintendent. The Custodian must be a Director, Coordinator or an Administrator of the facility. For schools, the Principal is the only Administrator authorized as Custodian of property.
20. **Property Record Equipment:** (Referred to hereafter as property) Fixtures and other tangible personal property owned by the School Board of a non-consumable nature which is not permanently attached to buildings or cemented in the ground, the value of which is \$1,000.00 or more (each item) and the expected life of which is one (1) year or more.
21. **Property Record Inventory Control Lead/Clerk:** The Superintendent has delegated authority to inspect each facility's property records and to physically inventory all District property and to report to the Director, who reports to the Chief Business and Finance Officer.
22. **Property Records Technician:** The Technician is responsible for the assignment of property record numbers and transfers; and for all additions, deletions, and changes in TERMS for property accountability and for all Property Record items sent to the School Board for approval.
23. **Property Value:** The actual purchase price of the item or the value of the donated item.
24. **Purchase Order Number:** The unique number used to originally order the item from a vendor.
25. **Purchased/Donated From:** Name of vendor from which the property was purchased or name of individual donating the item.
26. **Room Number:** Has a 3-digit field.

Example - Room Number 002
27. **Room Number Suffix:** This is a 1-digit field.

Example - Suffix = A
28. **School Board:** The governing body of The School District of Osceola County which is known as The School Board of Osceola County, Florida. The School Board is comprised of five (5) members as provided by law.
29. **Serial Number:** The unique identification number assigned by the manufacturer. If the item does not have a model or serial number, please give some type of description such as color, size, grain of wood etc.

30. **Superintendent:** The Superintendent is responsible for the acquisition, control and disposition of all property within the School District of Osceola County, Florida and may choose to delegate specific duties in writing.
31. **Supplies:** Those items that are consumed in use.
32. **Surplus Property:** Property and equipment that is no longer of use to a facility within the School District. The property may be either serviceable or non-serviceable. Property and equipment that is surplus to one facility may be of value to another regardless of condition.
33. **Value:** The cost of the property is the cost from the invoice, plus any installation, insurance, transportation or delivery charges. Appendix A, Charge Procedures, must be followed when transportation, delivery, installation and insurance fees are charged on the invoice. These charges will be prorated based on cost. Once the cost or value of the property has been established, it remains the same until the item is disposed of. An exception to this would be an item that has been upgraded. Items purchased at a government surplus sale are to be shown at the declared value, not necessarily the actual cost incurred. Gifts will be shown at declared value and fabricated items by school personnel will be valued at the cost of materials and labor. Warranties are not included in the net assets and are charged to object 3500.
34. **Voucher Number:** This is the pre-printed check number paid to the vendor.

Chapter 2

Acquisition/Disposition of Property and Equipment

2001 Acquisition of Property and Equipment

1. **New Property Purchased:** Property record accounting starts with the purchase request which is charged to the following objects (6210, 6410, 6430, 6510, 6520, and 6910). Purchase requests are processed through the on-line purchase order system (TERMS). The Property Custodian does not have the authority to contract with a vendor for the property until the purchase request is approved and a purchase order number is assigned. The following sequence of events will occur after the Custodian contracts with a vendor for an item of property:
 - a. All Property including vehicular equipment, when donated or purchased for use within the School District, shall become property of Osceola County District Schools. All property with a value of \$1,000.00 or more acquired through internal accounts or donations shall be reported.
 - b. All new property will be delivered to the Property Custodian or Designee of the facility making the purchase.
 - c. After the item has been received in TERMS, the Property Records Technician will assign a property record label to the school or department and attach a print screen of the item.
 - d. Upon receipt of the property label, the Property Custodian or Designee will be responsible for labeling the item; then, by using screen M280 in TERMS, putting the building and room number where the item is located . **If a serial number does not appear on the form, a serial number must be provided to the Property Record Technician.**
 - e. The Property Custodian or Designee must ensure that the property record label is attached to the correct item.
2. **Trading In Property Valued at \$1,000.00 or more:** Whenever acquiring new property, the facility may elect to pay the purchase price in full or may exchange current district-owned property with the seller as a trade in. The exchange allowance may then be utilized towards the cost of the new property to be acquired. If, in acquiring the new property, the facility may best serve the interest of the School District by outright sale of the current district-owned property to be replaced rather than by exchange as a trade in, the property should be turned in to the Warehouse Supervisor for disposition in accordance with the instructions contained in this manual. **Prior to issuing a purchase order for an item that includes a trade in, the form Request to Trade in Property, Form FC-220-0303 must be completed and submitted to the Purchasing Department for submittal to the School Board for approval.** After approval, the Request to Trade in Property, Form FC-220-0303 will be returned to the Property Records Technician who will update TERMS and send the requesting facility a copy of the approved paperwork. The facility then has the authority to submit the purchase order request. The trade in form must include the amount of the trade in and this amount must be included on the purchase order request for the new property along with the traded in asset number and the item description. A trade

in form for the item must be completed and approved or the item will be considered **LOST** during the physical inventory.

3. **Trading In Equipment Valued at \$999.99 or less:** Equipment must be traded in the same manner as described in the paragraph above. Trade in of equipment requires School Board approval prior to issuing the purchase order. The purchase order must include the original cost and the trade in amount.
4. **Property Gifts:** Donations of property or vehicles to the School Board will have a declared value assigned to the property at the time of donation by the Property Custodian receiving the gift. If the gift meets the criteria as defined by "property" item(s) valued \$1,000.00 or more, The Property Records Additions Form, FC-220-0302 will be completed and forwarded along with the donation form to the Chief Business and Finance Officer and to the Property Records Technician.
5. **Internal Funds Property Purchases:** All property, equipment and supplies purchased by a facility from Internal Funds become the property of the School District. If the property value is \$1,000.00 or more, the Property Records Additions Form, FC-220-0302, will be completed and forwarded directly to the Property Records Technician. A copy of the internal account purchase order and check must be attached to the form.

2002 Disposition of Property and Equipment

1. **Surplus Property and Equipment:** The Property Custodian or Designee of a facility shall have the discretion to classify surplus property as obsolete or uneconomical or inefficient, or creates an unsafe situation, or which serves no useful function. When this occurs, the Property Custodian and Warehouse Supervisor (or receiving agent) will complete the applicable portions of Form FC-220-0301 (Property/Equipment Transfer/Location Change). The Property Record Number will remain with the item transferred. Property and equipment that has been depreciated to \$0.00 is still School District Property and must be handled the same as any other property.
2. **Federally Funded Property:** All federally funded property is controlled by the Federal Projects Coordinator having jurisdiction over the project for which the property was purchased. Accordingly, the Federal Projects Coordinator is the Custodian of the property regardless of property location. When property has been purchased wholly or in part with federal funds, title to the property is vested in The School Board of Osceola County. The property will remain under the control of the Federal Projects Coordinator supervising the project as long as there is a need for the property, whether or not the project continues to be supported by federal funds. When there is no longer a need for the property to accomplish the purpose of the project, the Superintendent has the authority to direct the transfer of the property to other federally funded projects. When the property is no longer required for any federally funded projects, the following disposition will be taken:
 - a. If the property has an acquisition cost of less than \$5,000.00 per unit, and has been used for four (4) years or more, it becomes School District property and will be transferred to the warehouse as surplus property. The Warehouse Supervisor, with approval from the Director, may issue the item to another facility or dispose of it as surplus in accordance with this manual. The School District will retain proceeds of the sale and no reimbursement to the government is required.

- b. For all property not covered under paragraph 2002.2a above, and which the School District desires to retain, a fair compensation shall be made to the Federal Government for the federal share of the property. The amount of such compensation shall be computed by applying the current fair market value of the property.
- c. If the School District has no need for the property, disposition of the property shall be made as follows:
 - i. If the property has an acquisition cost of \$5,000.00 or less per unit (except for property covered under paragraph 2002.2a above), the Superintendent will direct that the property be transferred to the Director to sell and reimburse the Federal Government with an amount which is computed by applying the percentage of the Federal participation in the project to the sales proceeds. The School Board may, however, deduct from that amount \$100.00 for the School District's selling and handling expenses.
 - ii. If the property had an acquisition cost of \$5,000.01 or more per unit, the School Board shall request disposition instructions from the state agency. The state agency will issue instructions to the School Board within 120 days following the receipt of such request for shipment of the property. The School Board will be reimbursed by the state agency with an amount which is computed by the current fair market value of the property, plus any shipping or interim storage costs incurred. If disposition instructions are not issued within the 120-day period specified, the District may dispose of the property in accordance with the instructions contained in paragraph 2002.2c (i) of this chapter.

Chapter 3

Lost or Stolen Property

3001 Lost Property: When property item(s) cannot be located during the physical annual inventory and there is no evidence of forced entry to indicate theft, it must be considered lost property. The Property Record Inventory Control Lead/Clerk must submit the following form to document the lost property:

1. Form FC-220-1542 (Annual Inventory Report of Lost Property) is completed and sent to the Director.
2. After the form is signed by the Director, it shall be sent to the Property Records Technician for the disposition code to be changed in the computer. Afterwards, it shall be submitted to the Chief Business and Finance Officer and copies will be provided to the School District's Leadership Team.
3. Lost property will remain in TERMS for one (1) fiscal year. Should the property be recovered at a later date, the Property Custodian must complete Form FC-220-2344 (Report of Previously Lost Property Record Item(s) Found During This Year's Inventory), noting the item has been found. The form must be sent to the Property Records Technician.

If the items are not found after one (1) fiscal year, the Property Record Inventory Control Lead/Clerk may request, in writing, the removal of property from inventory, using Form FC-220-0304 (Request to Remove Lost or Stolen Property from Property Records Equipment Inventory). The Chief Business and Finance Officer will submit the list of lost items to the School Board for approval.

3002 Stolen Property: When property is missing and there is evidence to indicate theft, the Police or Sheriff Department must be notified **immediately by the Property Custodian**. A proper investigation must be instituted and a report with an incident report or case number filed. The Property Custodian must submit the following to the Director for approval when declaring stolen property. After the form is signed by the Director, it is sent to the Property Records Technician for the disposition code to be changed in the computer and then submitted to the Chief Business and Finance Officer.

1. Form FC-220-1543 (Notification of Stolen Property)
2. A **completed** Police or Sheriffs Incident Report is mandatory.
3. Stolen property must remain on inventory for at least one (1) fiscal year.

Should the property later be recovered, the Property Custodian must complete Form FC-220-2344, Report of Previously Lost Property Record Item(s) Found During This Year's Inventory.

If the items are not recovered after one fiscal year, the Property Record Inventory Control Clerk may request in writing the removal of property from inventory, using Form FC-220-0304 (Request To Remove Lost or Stolen Property From Property Record Equipment Inventory). The Chief Business and Finance Officer will submit the list of stolen items to the School Board for approval.

Chapter 4

Inventory of Property

- 4001 Property Supervision and Control:** The Superintendent is responsible for the supervision and control of all property within the School District. The Superintendent has delegated to certain Property Custodians the authority for property control and use. Each Property Custodian shall be responsible to the Superintendent for the safekeeping and proper use of the property entrusted to his/her care. The Superintendent may assign to or withdraw from a Property Custodian the custody of any School Board property at any time.
- 4002 Physical Inventory:** The Property Custodian of a facility will assign a Designee to be responsible for and assist the Property Record Inventory Control Clerk with all aspects of the physical inventory. The Property Custodian or Designee will accompany the Property Record Inventory Control Lead/Clerk through the entire facility and have keys and access to all rooms and building in the facility. A sight inventory must be taken by the Property Custodian's Designee and the Property Record Inventory Control Lead/Clerk.
- 4003 Annual Inventory:** All property will be inventoried at least once each year. The Purchasing Department Property Record Inventory Control Division will publish a tentative schedule indicating the dates each facility will be inventoried. A Property Record Control Clerk will be assigned and he/she will do an on sight inspection.
- a. One-month prior to a facility's scheduled inventory, the facility must print the M209 Report and/or M215 Worksheet from TERMS for pre-inventory purposes. The Worksheet includes all property located at the facility regardless of the program.
 - b. Using the Inventory Worksheet, the Property Custodian or Designee will locate all items charged to their facility and ensure all property is identified with the Property Record Number of the School District. If any property items are missing, every effort must be made to locate these **BEFORE** the Property Record Inventory Control Lead/Clerk arrives to perform the annual physical inventory. If any missing items belong to another program (i.e., Curriculum, Exceptional Student Education, Adult-Vocational Education etc.), the Program's Coordinator must be notified so their Department can assist in locating the items before the annual physical inventory. If the items are not located by the other program's Department, these items will be placed on their inventory until the property is located. During the pre-inventory, should any items be found that are on inventory, but not on that facility's Inventory Worksheet, please notify the Property Record Inventory Control Lead/Clerk or the Property Records Technician immediately. Should any property be found in a different building and room number, as compared to the building and room number on the Inventory Worksheet, changes will be made on the copies of the pre-inventory. The Property Custodian or Designee, using the TERMS Panel M280, will then make the building and room number changes on the computer at least one (1) full week before the annual physical inventory. The building and room number will be the unique number on file with the current F.I.S.H. (Florida Inventory of School Houses) Report. During the annual physical inventory of property, if any errors are found, the Property Record Inventory Control Lead/Clerk will record any discrepancies, and download that data into the TERMS program to be used for the following year's annual physical pre-inventory.

- c. If there are serial numbers missing on the pre-inventory report, the Property Custodian must submit them to the Property Records Technician to have them entered in TERMS. This must be done one week before the scheduled Annual Physical Inventory.
- d. The facility's Property Custodian is responsible for all property located at their facility, even if the property was purchased with federal funds. Since changes of personnel, programs and property take place frequently, inventories must be completed in a timely manner. This is the purpose of the pre-inventory listed previously. **In order to facilitate an efficient and effective inventory process, the annual physical inventory must be completed and all required reports and forms must be reconciled and signed by the Property Custodian of the facility within two (2) weeks after the initial Annual Physical inventory walk through.**

Chapter 5

Description of Duties

5001 Purpose: The purpose of this chapter is to provide an overall view of the responsibilities of all individuals involved in the process of Property Accounting. In addition, it provides a general flow of the procedures involved in accounting for property and equipment.

5002 Property Custodians:

1. **Accountability:** All Property Custodians are responsible for the property and equipment assigned to their facility and shall be evaluated on the accuracy of their annual physical inventory. This evaluation shall become a part of the Administrator's Annual Performance Assessment.
2. **Financial Responsibility:** All Property Custodians shall implement a facility-wide accountability program by utilizing the Property/Equipment Borrower Responsibility Form, FC-820-0894. This form shall be completed and signed by any faculty, staff, parent or student who is assigned a property record or equipment item. Parent or Guardian signature is required for materials being loaned if a student is a minor. At a minimum, the borrower shall be held financially responsible for any District property or equipment lost or stolen in accordance with the guidelines outlined on the Property/Equipment Borrower Responsibility Form FC-820-0894. The financial responsibility amount shall be calculated as follows:

First Year: Total Acquisition Cost of Item

After First Year: Depreciated Cost of Item

3. **Compliance:** Failure of the faculty or staff to comply with the physical inventory requirements or the enforcement of financial responsibility situations shall be grounds for disciplinary action by the Property Custodian's Supervisor and will be a part of that faculty or staff's annual evaluation. In the event a parent or legal guardian borrows School District equipment on behalf of the student, they must comply with the requirements outlined in the Property/Equipment Borrower Responsibility Form, FC-820-0894 and will be held directly financially responsible for the cost of replacing any damaged or stolen School District borrowed property in their care.
4. **Records:** All Property Custodians responsible for the custody of property and/or equipment will ensure that accurate property record accounting is established for their respective facility. These records will be subject to audit periodically by the State Board Internal Auditor and/or the Property Record Inventory Control Lead/Clerk during annual physical inventory. The Property Custodian will ensure that as a minimum, the following file folders or notebooks are established for their respective facility.
 - a. **Annual Pre-Inventory Folder:** A facility folder to contain the Annual Pre-Inventory Worksheet and all documents needed to reconcile the inventory.
 - b. **Property Record Additions:** A folder containing copies of Form FC-220-0302 (Property Record Additions) filed numerically by Property Record Number.
 - c. **Property/Equipment Transfer/Location Change:** A folder containing copies of Form FC-220-0301 (Property/Equipment Transfer/Location Change) filed in

date order with the most current date first. When property or equipment is to be moved to a different facility, the Property Custodian or Designee of the facility responsible will complete the form. The form is then sent to the Property Record Technician so that the appropriate changes can be entered into TERMS.

- d. **Deleted Property/Equipment Folder:** A file containing documents describing all property and equipment that was deleted from the facility. This file shall contain copies of documents authorizing trade-ins, lost or stolen items, and other related disposition documents. The documents in this folder will be filed in date order, with the most current date first.
 - e. **Items Out for Repair:** A file containing documentation of property and equipment being sent out for repair Form FC-220-2407 (Property/Equipment Items Out For Repair). This will be used by the facility property custodian to inform the Property Record Control Lead/Clerk during a physical annual inventory regarding property record items that have been sent out for repair or a heat ticket number will need to be shown for the property being serviced at the district level. If this documentation is not available then the item(s) will be considered lost.
 - f. **Warrantied Items:** If an item covered under a warranty cannot be repaired, and a replacement item is issued of equal or like value, the property record label number assigned to the warranted item may be substituted as the replacement item. In this circumstance, a copy of the packing slip that includes the replacement item's serial and model number along with a completed Property Equipment/ Transfer/Location Change Form must be sent to the Property Records Technician.
 - g. **Property/Equipment Borrower Responsibility Form:** A file containing documentation of all property and equipment leaving school board property either by staff or by students Form FC-820-0894 (Property/Equipment Borrower Responsibility Form).
5. **Identification of Property:** Each item of property will be visibly marked for identification. The property will be marked with the Property Record Number and the phrase "The School District Osceola of County". The Property Records Technician will issue property labels for each item of property. The property label should be placed where they can be easily seen and scanned.
- a. **Furniture, Office Machines, Cabinets, etc.** Attach the property record label in a visible location. This means without having to look under or having to move the item.
 - b. **Automotive, Road Equipment and Outdoor Items:** Put label under the Vehicle Identification Number on the dash board so the label can be scanned from the outside or inside the door jamb
 - c. **Musical Instruments:** The property label under this heading **will be placed on the instrument** so it can be easily scanned or the instrument itself may be engraved with the property record number.
 - d. **Computer Equipment:** Attach the property record label on top of the computer where it is easily accessible. If Computer Equipment or its components are over \$1,000.00 each, they will be considered property recorded items. The property label will be placed on the CPU and tracked in TERMS.

- e. **Software:** ALL computer programs \$1,000.00 and over are to be charged to 6910 (Disks and CD's) and assigned a property record number. ALL original license agreements, originating purchase order, packing slip, software authorization/key code (sometimes in the form of an email) are to be filed in the vault in the Bookkeeper's office. The Property Record label should be placed on the license agreement.
 - i. If the software license allows the user to install the software on more than one machine then the total cost should be divided by the number of installations. For example, a \$1,500 site license for 10 copies of Microsoft Office would not get a property record label or be included in the property record inventory because each license copy would cost \$150.00.
 - ii. Network software is not divided by the number of current users. A \$1,500 network site license for 10 concurrent users of Microsoft Office would get a property record label and would be included in the property record inventory. This is because the network software resides on a single machine, the server for the network.
- f. **Software Site Licenses:** ALL computer site licenses over \$1,000.00 are to be charged to 6910 and added to Property Record Inventory.
 - i. All original site licenses, originating purchase order, packing slip, software authorization/key code (sometimes in the form of an email) are to be filed in the vault in the Bookkeeper's office. The Property Record label should be placed on the site license agreement.
 - ii. During the annual physical inventory, the Property Record Inventory Control Lead/Clerk will ask to see the binder/folder containing the site license agreements and purchase orders
 - iii. Software Version Changes: Notify the Property Records Technician in writing if the software is upgraded to a newer version. The Memorandum should indicate the property record number, the new version of the software, the associate cost of the upgrade and any change in the title of the software. This will aid in the identification process.
 - iv. Upgrading to a newer version of a software program may provide you with two working versions of the software. Please examine the site license. In many cases, the earlier version cannot be used by anyone other than the originally registered user. In addition, review its usability to determine its worth and decide if the older version should be surplus.
- g. **Vehicle Titles:** ALL Original Vehicle Titles and Registrations are to be hand delivered to the Purchasing Supervisor along with the Donation Form (FC-100-0026) if applicable and the Property Records Additions Form (FC-220-0302) as soon as the vehicle arrives at the facility's site. It is the Purchasing Department's responsibility to make sure that the vehicle title has been transferred properly to The School Board of Osceola County, Florida. The Purchasing Supervisor will ensure completion of all vehicle title paperwork. If the vehicle title is not in the District's name, the Property Custodian or Designee must hand deliver the title and all previous paperwork to the Purchasing Supervisor. The Purchasing Supervisor

will then complete the Application for Certificate of Title With/Without Registration from the Osceola County Tax Collector's website before submitting the title change to the Osceola County Tax Collector's Office. The Purchasing Supervisor will contact the Tax Collector's Office in advance to determine the total cost of the transfer and/or registration and the appropriate payment method accepted and will then hand deliver the signed paper work to the Osceola County Tax Collector for processing. The receiving facility shall be responsible for all fees associated with the title changes and transfers.

Property Forms: All property forms as described in this manual are available on-line at: http://www.osceolaschools.net/departments/purchasing__property_records__warehouse/property_records_department/helpful_links__forms/forms/

5003 Warehouse Supervisor: The Warehouse Supervisor is responsible for the following:

1. **Storage of Surplus Property:** The Warehouse Supervisor will ensure that adequate storage is available for property which has been declared surplus, cannibalized, or other categories as directed by the Superintendent or the School Board.
2. **Transportation:** Warehouse Supervisor will be responsible for providing transportation for either pick-up of surplus property and equipment from facilities or delivery of issued surplus property and equipment to facilities.
3. **Issuing Surplus Property or Equipment to Facilities:** Warehouse Supervisor, upon receiving a valid request, has the authority to issue surplus warehouse property and equipment to any facility within the School District.
4. **Disposition of Surplus Property:** Warehouse Supervisor is delegated by the Superintendent to make a written recommendation to the School Board for the disposition of surplus property or equipment using Form FC-220-0301 (Property/Equipment Transfer/Location Change). The recommendation will contain a recommendation for the item to be sold as surplus, junked or scrapped, in the best interest of the School District. Warehouse Supervisor will take the following action upon receiving approval from the School Board for property and equipment disposal:
 - a. Sale of the surplus property or equipment through the District's contracted vendors which facilitate the final disposition of the property and equipment.
 - b. Sale of the surplus property or equipment to the public through the utilization of a formal sealed bid process or an on-line electronic bid/auction process. All public sales shall be posted on the School District website
 - c. Upon disposition of the surplus property or equipment, the Warehouse Supervisor will forward the completed Form FC-220-0301 (Property/Equipment Transfer/Location Change) indicating the disposition of such property, to the Property Record Control Division so TERMS can be updated with the final disposition code of W (Sold as Surplus) or J (Junked). The Property Records Technician shall move the property from Facility 8888 - Warehouse Surplus to Facility 5555 - Junked, Sold or Traded In.
 - d. All Property, regardless of condition, needs to be sent to the warehouse for

surplus. No one may dispose of any School Board property without prior School Board approval. Equipment purchased with Federal Funds should be directed to the department of the Federal Funded property.

5004 Property Records Personnel Responsibilities

1. **Records:** The Property Records Technician and the Property Record Inventory Control Lead/Clerk will ensure that adequate property record accounting is established for all property within the School District. These records will be subject to audit periodically by the State School Board Auditor or other Administrators as directed by the Superintendent. The following files are established for the School District:
 - a. **Facility Folder:** A folder for each facility will be established annually and will contain copies of all documents justifying any changes, transfers, deletions, etc.
 - b. **Facility Inventory Folder:** This folder will contain all documentation needed to reconcile the inventory. It will include the actual physical annual inventory and any supporting documentation. The inventory folders are audited by the State Auditor yearly.
2. **School Board Requests:** The Warehouse Supervisor will receive all correspondence for the removal or sale of property. The Warehouse Supervisor will then coordinate with the Director and the Chief Business and Finance Officer to ensure that the requests are placed on the School Board agenda for approval at the next School Board Meeting. After School Board approval and the Warehouse's completion of the appropriate disposition actions, the Property Records Technician will process the final paperwork for:
 - a. Requests for authority to dispose of surplus property. (8888)
 - b. Requests for authority to delete lost property. (6666)
 - c. Requests for authority to delete stolen property. (6666)
 - d. Prior to submitting requests to the School Board, the Warehouse Supervisor will ensure that the requests meet the criteria for property disposition as outlined in this manual. If the requests do not meet the required criteria, they will be returned to the appropriate facility with an explanation.
3. **Purchases Charged To Property Records Object Series:** The Property Records Technician shall print an expenditure ledger detail property report F511 each week. The F511 lists a detail property report for which purchases charged to the Property Records object series have been paid.
4. **Completion of Property Records Forms:** The Property Records Technician is responsible for computer entry of all property records forms.
5. **Inactive Files:** The Property Records Technician Control Division shall be responsible for maintaining the following inactive files on the computer:

Facility 5555

W=Sold

J=Junked

T=Trade In
D=Donate (Donations made to outside agencies)

Facility 6666

Property that has been lost for one (1) year (Disposition Code L)

Property that has been stolen for one (1) year. (Disposition Code S)

Chapter 6

Completion of Property Records Forms

6001 Property/Equipment Transfer/Location Change (FC-220-0301) Appendix A

1. **Utilization:** Form FC-220-0301 (Rev. 01/12) will be completed on the following occasions:
 - a. Surplus property or equipment turned in to the Warehouse.
 - b. Surplus property or equipment transferred between facilities.
 - c. Surplus property or equipment to be sold, junked, or cannibalized.
 - d. Warehouse issue of property or equipment to facilities.
 - e. Location changes.

2. **Completion:** The following guidelines will be used for completion:
 - a. This form was designed for transfer and location changes of property and equipment. If there is no property record number for equipment, an (E) will be placed under the column for property record number.
 - b. Property purchased for Vocational or Exceptional Student Education **must** have the Administrator's signature.
 - c. Property purchased with Federal Funds (Fund 400) **MUST** be certified by the Federal Project Coordinator before it can be transferred to another facility.
 - d. Property located at one facility, but listed with a department code, must have approval of both the Property Custodian for the facility location and the department before a transfer can occur.
 - e. All appropriate portions of this form will be completed by the releasing and receiving Property Custodians. Send forms to the Property Records Department.

6002 Property Record Additions (FC-220-0302) Appendix B

1. **Utilization:** Form FC-220-0302 will be completed on the following occasions:
 - a. Purchase of property from Internal fund accounts. Send this form along with a copy of the purchase order and a copy of the voucher to the Property Records Technician for a Property Record label to be issued.
 - b. Property Gifts/Donations Excluding Vehicles: Send this form along with the donation form FC-100-0026 to the Chief Business and Finance Officer for submission to the School Board for approval and to the Property Records Technician.
 - c. All Property Gifts/Donations for Vehicles Only: A 1098-C (Contribution of Motor Vehicles, Boats, and Airplanes) is filled out and mailed to the donating organization or individual by the Chief of Business and Finance Officer. The following information must be provided to complete the form: the donor's social security number or federal identification number; a complete mailing address; and the mileage on the vehicle—all must be provided to Chief of Business and Fiscal Services Department. The Property Records Additions Form, FC-220-0302 will be completed and forwarded along with the Donation Form FC-100-0026 to the Chief Business and Finance Officer and to the Property Records Technician. The vehicle registration form and vehicle title must be hand delivered to the Purchasing Supervisor in order to transfer title to the District. The Purchasing Supervisor will validate the title is indeed the most current and a valid title is submitted to have the title transferred in the Osceola County School Board name once the donation paperwork has been approved by the School Board.
2. **Completion:** The following guidelines will be used for completion:
 - a. **Additions:** The Property Custodian or Designee of the facility should complete all lines that pertain to the item purchased through internal fund accounts or donated items. The Property Records Technician will enter the information in TERMS and issue a property record number.
 - b. **Changes:** Changes due to errors and disposition codes. Any errors that do not affect the dollar amount of an item, found during the annual physical inventory may be made by the Property Records Technician at that time. These changes will be made in TERMS.

6003 Request to Trade in Equipment and Property (FC-220-0303) Appendix C

1. **Utilization:** Form FC-220-0303 will be completed on the following occasions:
 - a. This form was designed for trading in equipment and property. When trading in

equipment, please place an "E" under the Property Record Number.

- b. All appropriate portions of this form will be completed by the Property Custodian or Designee desiring to trade in an item. All copies should be sent to the Director of Contract Services for submission to the School Board for approval.
 - c. Upon approval (or disapproval) by the School Board, the form will be sent to the Property Records Technician, who will update TERMS and then return the paperwork to the requesting facility. The facility can then issue a purchase order.
2. **Completion:** Upon receipt, the Property Records Technician will change the disposition code in TERMS to "T" for Trade In.

6004 Request To Remove Lost or Stolen Property from Inventory (FC-220-0304.) Appendix D

1. **Utilization:** Form FC-220-0304 (will be completed on the following occasions:
 - a. LOST - When an item has been lost for one (1) year.
 - b. STOLEN - When an item has been stolen for one (1) year.
2. **Completion:** All appropriate portions should be completed by the Property Record Inventory Control Lead/Clerk to remove lost or stolen items from the facility inventory. The form will be sent to the Director for approval. The form will be sent to the Property Records Technician and the lost or stolen items will be moved to facility 6666 in TERMS.

6006 Annual Inventory Report Of Lost Property Items (FC-220-1542) APPENDIX F

1. **Utilization:** Form FC-220-1542 will be completed when items are lost.

This form will be used by the Facility Property Custodian to inform the Chief Business and Finance Officer and the Leadership Team that a property item has been lost. Form FC-220-1542 will be sent to the Property Record Inventory Control Clerk for processing.
2. **Completion:** The following guidelines will be used for completion:
 - a. After the Director signs the form, it will be sent to the Property Records Technician for computer entry. The form will be sent to the Chief and Finance Officer for School Board approval. After approval the form will be sent to the Property Records Technician and the lost items will be moved to facility 6666 in TERMS.
 - b. Lost property will remain on the facility or department inventory for one (1) year.

6007 Notification Of Stolen Property Items (FC-220-1543) APPENDIX G

1. **Utilization:** Form FC-220-1543 will be completed when items are stolen.

This form will be used by the Facility Property Custodian to inform the Chief

Business and Finance Officer that items have been stolen. Form FC-220-1543 will be sent to the Property Record Inventory Control Lead/Clerk for processing.

2. **Completion:** The following guidelines will be used for completion:
 - a. After the Director signs the form, it will be sent to the Property Record Technician for computer entry. The form will be sent to the Chief and Finance Officer for signature and School Board approval. After approval the form will be sent to the Property Records Technician and the lost items will be moved to facility 6666 in TERMS.
 - b. Stolen property will remain on the facility or department inventory for (1) one year.

6008 Property Record Items Out For Repair (FC-220-2407) APPENDIX H

1. **Utilization:** Form FC-220-2407 will be used by the facility Property Custodian to inform the Property Record Inventory Control Clerk that items are out for repair or a District heat ticket number will need to be shown for the property being serviced at the district level.

Property being serviced out of the district level will need to have a copy of the repair order attached to this form or the items will be considered lost during an annual physical inventory.

2. **Completion:** The following guidelines will be used for completion:
 - a. The Property Custodian or Designee will fill out all information requested on the form.
 - b. Then the Property Custodian signs and dates the form. It is to be available for review by the Property Record Inventory Control Lead/Clerk during the Annual Physical Inventory.

6009 Property/Equipment Borrower Responsibility Form (FC-820-0894, Rev. 12/09) APPENDIX I

1. **Utilization:** Form FC-820-0894 **must be used** by the facility Property Custodian to inform the Property Record Inventory Control Lead/Clerk that items have been borrowed from their facility and to ensure that the borrower understands their financial responsibility to the District while the property/equipment is in their possession.
2. **Completion:** The following guidelines will be used for completion:
 - a. The borrower will fill out all information requested on the form, sign and date it.
 - b. Parent or Guardian signature is required for materials being loaned if a student is a minor.
 - c. Then the Property Custodian of the property signs and dates the form.
 - d. The form must have the date of the current fiscal school year and the equipment being borrowed must be present at the site during the annual physical inventory.

Appendix

**APPENDIX A
CHARGE PROCEDURES**

Value: The cost of the property is the cost from the invoice, plus any installation, insurance, transportation or delivery charges. The following Charge Procedures must be followed when transportation, delivery, installation and insurance fees are charged on the invoice. These charges will be prorated based on cost. Once the cost or value of the property has been established, it remains the same until the item is disposed of. An exception to this would be an item that has been upgraded. Items purchased at a government surplus sale are to be shown at the declared value, not necessarily the actual cost incurred. Gifts will be shown at declared value and fabricated items by school personnel will be valued at the cost of materials and labor.

Amount of Item to be Property Recorded

.

.

**By Amount Invoice Minus Freight,
Installation and Insurance Charges**

X

Freight, Installation and Insurance Charges

=

Prorated Freight

Property Record Value= Amount of item to be Property Recorded + Prorated Freight

Index Page

Accountability, 16
Acquisition of Property and Equipment, 10
Annual Inventory, 14
Annual Pre-Inventory Folder, 16
Appendix, 26
Asset/Property Record Number, 6
Automotive. Road Equipment and Outdoor Items, 17
Building Number, 6
Completion of Property Records Forms, 20
Compliance, 16
Condition, 6
Date Acquired, 6
Date of Last Inventory, 6
Deleted Property Folder, 17
Description of Duties, 16
Description/Type, 6
Disposition Code, 6
Disposition of Surplus Property, 19
District Funds for Adult Education, 7
Equipment Borrower Responsibility Form (FC-820-0894), 25
Facility, 7
Facility 5555, 20
Facility Folder, 19
Facility Inventory Folder, 20
Facility Responsible, 7
Federally Funded Property, 11
Finance Department's Property Record Control Division, 5
Financial Responsibility, 16
Fund, 7
Identification of Property, 17
Inactive Files, 20
Internal Funds Property Purchases, 11
Issuing Surplus Property or Equipment To Facilities, 19
Item/Property Code, 7
Items Out For Repair (FC-220-2407), 24
Life Expectancy, 7
Location, 7
Lost Property, 13
Model/Make, 7
Musical Instruments, 17
Name of Manufacturer, 7
New Property Purchased, 10
Physical Inventory, 14
Position Explanation, 7
Project, 8
Property Custodian, 8
Property Custodians, 16
Property Folder, 16
Property Forms, 18
Property Gift, 7
Property Gift for Federal 400 Projects, 7
Property Gifts, 11
Property Record Control Clerk, 8
Property Record Control Division, 19
Property Record Equipment, 8
Property Records Technician, 8
Property Supervision and Control, 14
Property Transfer Folder, 16
Property Value, 8
Property/Equipment Transfer/Location Change (FC-220-0301), 21
Purchase Order Number, 8
Purchased with Construction Funds, 7
Purchased with Federal Funds, 7
Purchased with School Nutrition Funds, 7
Purchased/Donated From, 8
Purchases Charged To Property Records Object Series, 20
Purchasing Department's Property Record Inventory Division, 5
Records, 16, 19
Request to Remove Lost or Stolen Property from Inventory (FC-220-0304), 23
Request to Trade in Property (FC-220-0303, Rev. 08/08), 22
Room Number, 8
Room Number Suffix, 8
School Board, 8
School Board Requests, 20
School District Funds, 7
School District Funds for Career Education, 7
School District Funds for Exceptional Education., 7
School Internal Funds, 7
Serial Number, 8
Site Licenses, 18
Software, 17
Stolen Property, 13
Storage of Surplus Property, 18
Superintendent, 9
Supplies, 9
Surplus Property, 9
Surplus Property and Equipment, 11
Surplus Property Supervisor, 18
Trading in Equipment, 11
Trading In Property, 10
Transfer Of Property within a Facility (FC-220-1029), 23
Transportation, 19
Value, 9
Vehicle Titles, 18
Voucher Number, 9

Property Life Expectancy

Life	Expectancy	Property Description
Years	Months	
5	60	Air Compressor
5	60	Alignment System
5	60	Amplifier
10	120	Analyzer, Engine
5	60	Analyzer, Video
4	48	Aquarium
5	60	Audiometer
10	120	Auger
5	60	Auto Loader
6	72	Backhoe
6	72	Backstop, Softball/Portable
5	60	Balance
5	60	Balance, Analytical
5	60	Balance, Port-O-Gram
8	96	Balancer, Wheel
15	180	Bar, Sandwich/Portable
5	60	Baritone
5	60	Baritone, Concert
5	60	Baritone, Marching
15	180	Bars, Parallel
10	120	Bars, Parallel/Uneven
5	60	Base Station, Radio
5	60	Bassoon
10	120	Beam, Balance
10	120	Bed, Clinic
10	120	Bench, Shop
10	120	Bench, Utility
10	120	Bench, Vertical
10	120	Bender
5	60	Bike, Exercise
5	60	Biotronic Chamber
5	60	Bleachers, Portable
5	60	Board, Communication
5	60	Board, Supine

Life	Expectancy	Property Description
Years	Months	
5	60	Boom, Herbicide
10	120	Booth, Welding
10	120	Box Blade
15	180	Brake, Box and Pan
5	60	Brake, Vacuum System
5	60	Buffet, Mobile
5	60	Buffet, Mobile/Cold
5	60	Buffet, Salad Bar
5	60	Buggy, Bye-Bye
10	120	Burnisher
10	120	Cabinet
10	120	Cabinet, Band
10	120	Cabinet, Card Catalog
10	120	Cabinet, Conference
10	120	Cabinet, Display
10	120	Cabinet, File/Blueprint
10	120	Cabinet, File/Fireproof
8	96	Cabinet, Flammable
10	120	Cabinet, Folio
10	120	Cabinet, Heated
10	120	Cabinet, Heater Proof
10	120	Cabinet, Ice Cream
10	120	Cabinet, Media
10	120	Cabinet, Microfiche
10	120	Cabinet, Microscope
10	120	Cabinet, Milk Dispense
10	120	Cabinet, Paper
10	120	Cabinet, Percussion
10	120	Cabinet, Printmaker
10	120	Cabinet, Safety
10	120	Cabinet, Security
10	120	Cabinet, Storage
10	120	Cabinet, Tool (without tools)
10	120	Cabinet, Tote Tray
10	120	Cabinet, W/Screens
4	48	Caddy Cam Housing
4	48	Camera (manufacturer)
4	48	Camera, Composite

Life	Expectancy	Property Description
Years	Months	
4	48	Camera Computer
4	48	Camera Head
4	48	Camera, Planetary
4	48	Camera, Video
4	48	Camera, Xapshot
4	48	Card, Automatic Dial
10	120	Cart, Beef Server
10	120	Cart, Delivery
10	120	Cart, Dispenser
10	120	Cart, Utility
4	48	Cash Register
4	48	Cassette, Deck/4-Channel
4	48	Cassette, Double Stereo
4	48	CD (title of compact disc)
4	48	Center, Listening
10	120	Chain, Delivery/Offset
8	96	Chair, Executive
5	60	Chair, Secretarial
4	48	Changer, CD ROM
4	48	Chassis, Lube/Portable
4	48	Chest (without tools)
10	120	Chiller, Blast
10	120	Chipper
6	72	Clarinet, Alto
6	72	Clarinet, Base
6	72	Clarinet, Contra Base
5	60	Cleaner, Tube
5	60	Cleaner, Vacuum
5	60	Cleaner, Vacuum W/D
5	60	Climber, Climb Imax
6	72	Clock
10	120	Collator
10	120	Compactor
10	120	Compactor, Air
10	120	Compactor, Gas
4	48	Computer, Apple
4	48	Computer, Commodore
4	48	Computer, Data Tech

Life	Expectancy	Property Description
Years	Months	
4	48	Computer, DTK
4	48	Computer ESQ
4	48	Computer, IBM
4	48	Computer, Macintosh
4	48	Computer, Mitsuba
4	48	Computer, Portable (manufacturer)
4	48	Computer, Quadra
4	48	Computer, Radius
4	48	Computer, Rome
4	48	Computer, Tandy
4	48	Computer, Ultra
4	48	Computer, Unisys
4	48	Controller Board
4	48	Controller Box
4	48	Controller, Disk
4	48	Controller, Disk Pack
4	48	Controller, Multi -Dec
4	48	Controller, Multi-Eve
4	48	Controller, Star
4	48	Controller, VCR/Edit
4	48	Converter
4	48	Converter, Master
4	48	Copy Machine (manufacturer)
4	48	Copy Machine, Risograph
4	48	Copy Machine, Transparency Maker
4	48	Copyette, Audio Cassette
15	180	Counter, Cashier
15	180	Counter, Cold Food
15	180	Counter, Cold/Mobile
15	180	Counter, Condiment
15	180	Counter, Flat Top
15	180	Counter, Hot Food
15	180	Counter, Hot/Mobile
15	180	Counter, Impulse
15	180	Counter, Pastry
15	180	Counter, Serving Line
15	180	Counter, Silverware
15	180	Counter, Wrapping

Life	Expectancy	Property Description
Years	Months	
10	120	Crane, Engine
10	120	Crane, Floor -2-Ton
10	120	Crane, Hydraulic/Portable
10	120	Credenza
5	60	Cutter, Plasma
5	60	Cutter, Portable
5	60	Cutter, Rotary
5	60	Deck, Mower
5	60	Deck, Mower/Gang
5	60	Deck, Mower/Rotary
5	60	Decollator
8	96	Deep Fryer
15	180	Desk, Circulation (Wood)
15	180	Desk, Reference (Wood)
10	120	Desk, Secretarial L-L (Left L/metal)
10	120	Desk, Secretarial L-L (Left L/metal)
15	180	Desk, Secretarial R-L (Right L /wood)
15	180	Desk, Secretarial R-L (Right L/wood)
10	120	Desk, Teacher (metal)
15	180	Desk, Teacher (wood)
5	60	Dimmer Pack
5	60	Dimmer, Board
5	60	Dishwasher (manufacturer, domestic)
5	60	Disk Drive (name of manufacturer)
5	60	Disk Pack
10	120	Dispenser, Silverware
10	120	Display Case
10	120	Display Case, Trophy
10	120	Display Processor
10	120	Display Station
10	120	Display,3-Tower
10	120	Divider, Portable
10	120	Drill
10	120	Drill, Core
10	120	Drill, Paper
10	120	Drill, Rotary
4	48	Drive, CD ROM
4	48	Drive, External

Life	Expectancy	Property Description
Years	Months	
4	48	Drive Hard (Manufacture)
4	48	Drive Hard (Cartridge)
4	48	Drive, Optical
4	48	Drive, Tape
5	60	Drum (type, one drum only)
5	60	Dryer, Clothes
5	60	Dryer, Clothes/industrial
5	60	Dryer, Film
4	48	Duo Dock, Apple
4	48	Duplicator, Spirit
5	60	Edger, Weed Eater
5	60	Edger/Trimmer
5	60	Eliminator, Feedback
5	60	Empathy Belly
5	60	Engine (manufacturer)
5	60	Enlarger, Photographic
5	60	Euphonium
5	60	Euphonium, Baritone
5	60	Exposure Unit
5	60	Extender, Base band
10	120	Extractor
10	120	Fabrication Center
5	60	Feeder (type)
5	60	File System, Mobile
5	60	Film (title)
10	120	Floor Machine, Buffer
10	120	Floor Machine, Carpet/Shampoo
10	120	Floor Machine, Polish
10	120	Floor Machine, Scrub
10	120	Food Processor
10	120	Forklift
10	120	Forklift/Stacker
10	120	Frame, Standing Adj.
12	144	Freezer
12	144	Fryer, DBL
10	120	Fume Hood, Portable
10	120	Gas Detector
5	60	Gauge, Timing

Life	Expectancy	Property Description
Years	Months	
5	60	Geiger Counter
10	120	Generator (Type)
5	60	Globe
5	60	Globe, Planetarium
5	60	Globe, Raised
5	60	Goal, Basketball/Portable(one goal only)
5	60	Goal, Soccer/Portable(one goal only)
7	84	Grinder (type)
10	120	Hacksaw, Power
10	120	Hammer, Demolition
8	96	Harrow, Disc
10	120	Heater Box, PVC
10	120	Heater, Spot
15	180	Hoist (type)
8	96	Horn (type)
10	120	Ice Machine
10	120	Imprinter, Signature
4	48	Interface, Computer
10	120	Jack, Air Scissor
10	120	Jack, Air/Pneumatic
10	120	Jack, Bumper
10	120	Jack, Floor
10	120	Jack, Hydraulic
10	120	Jack, Transmission
15	180	Jointer
10	120	Kettle (type & size)
10	120	Kiln
10	120	Lab, Language
10	120	Laboratory, Brake Lathe
10	120	Laboratory, Graphics
10	120	Ladder (Type)
6	72	Laminator
4	48	Laser (type)
4	48	Laser, Clear .8MW
15	180	Lathe (type)
5	60	Lectern
5	60	Lectern, Marching Band
5	60	Lectern, Table Top

Life	Expectancy	Property Description
Years	Months	
10	120	Leg Assemble for Jack
15	180	Lift (Type)
5	60	Lift, Hydraulic (patient)
5	60	Light Writer
5	60	Light, Spot
5	60	Machine, Automatic Dial
5	60	Machine, Binder
5	60	Machine, Blueprint
10	120	Machine, Brake & Clutch
5	60	Machine, Cutter
5	60	Machine, Cycle
5	60	Machine, Drain Clean
5	60	Machine, Exercise (type)
5	60	Machine, Fax
5	60	Machine, Film/Inspect-Clean
5	60	Machine, Fog
5	60	Machine, Folding
5	60	Machine, Lettering
5	60	Machine, Liquidator
5	60	Machine, Milling
15	180	Machine, Mitering
10	120	Machine, Pipe Threading
5	60	Machine, Pitching
10	120	Machine, Popcorn
5	60	Machine, Postage
5	60	Machine, Sewing
5	60	Machine, Tune-up
5	60	Machine, Vacuum Cleaner
5	60	Machine, Vacuum WID
5	60	Machine, Vacuum former
5	60	Machine, Video Editing
5	60	Machine, Video Processing
5	60	Machine, Video Voice
3	36	Manikin, Chris Clean
3	36	Manikin, Conv. Kelly
3	36	Manikin, CPR/Baby
3	36	Manikin, Female
3	36	Manikin, Grandma

Life	Expectancy	Property Description
Years	Months	
3	36	Manikin, Kelly
3	36	Manikin, Male
3	36	Manikin, Resucci, Jr.
3	36	Manikin, Sexless
3	36	Manikin, Texas Doll
3	36	Manikin, Torso
5	60	Marker, Field
10	120	Mat, Wrestling
5	60	Megaphone, Portable
5	60	Mellophone
5	60	Meter, Color
5	60	Meter, Light
5	60	Meter, Multi-Purpose
10	120	Meter, Nuclear Rate
5	60	Meter, Ohm
10	120	Meter, Projection
10	120	Meter, Signal Level
5	60	Meter, Spectrophoto
5	60	Meter, Tach
5	60	Meter, Utum
5	60	Meter, VOM
5	60	Microfiche, Read/Printer
5	60	Microfiche, Reader
5	60	Microfilm Tape Backup
5	60	Microphone, Wireless
5	60	Micro projector
5	60	Microscope
5	60	Microscope, Dual View
5	60	Microscope, Stereo
5	60	Microscope, Video
4	48	Micro server, CCC
5	60	Microwave
10	120	Mixer (size)
5	60	Mixer, Amplifier
5	60	Mixer, Audio visual
10	120	Mixer, Concrete
10	120	Mixer, Cutter
4	48	Mixer, Digital

Life	Expectancy	Property Description
Years	Months	
4	48	Mixer, Input
4	48	Mixer, Sound
4	48	Mixer, Stereo
4	48	Mixer, Television
10	120	Model, Skeleton
5	60	Model, Skeleton-Torso
10	120	Model, Torso
4	48	Modem, Data Set
4	48	Modem, Desktop
4	48	Modem, Gandalf
5	60	Modulator
10	120	Molder, Injection
4	48	Monitor (Manufacture)
10	120	Monitor, Oxygen
5	60	Motorcycle, Kawasaki
8	96	Mower, Flail (size)
5	60	Mower, Lawn
8	96	Mower, Mid Mount
8	96	Mower, Real Gang
8	96	Mower, Rear Mount
8	96	Mower, Riding
8	96	Mower, Rotary
10	120	Mud Hog
4	48	Net, Sports
10	120	Notcher, Hand Operated
5	60	Oboe
5	60	Organ
10	120	Oscilloscope
10	120	Oven, Convection/DBL
10	120	Oven, Convection/SGL
10	120	Oven, Deck/DBL
10	120	Oven, Deck/SGL
10	120	Oven, Electric
10	120	Oven, Gas
5	60	Oven, Gravity Correct
10	120	Oven, Rod
10	120	Oven, W/Steamer
10	120	Pan, Braising

Life	Expectancy	Property Description
Years	Months	
10	120	Pan, Braising Tilting
5	60	Panel, Computer Data (same as Projection Panel)
4	48	Phone System
5	60	Phone, Portable
10	120	Piano
10	120	Piano, Baby Grand
10	120	Piano, Electric
10	120	Piano, Grand Vertical
10	120	Piano, Portable
10	120	Piano, Spinet
10	120	Pipe & Cable Finder
15	180	Planer
5	60	Plate maker
5	60	Platform, Wheelchair
5	60	Player, Cassette
5	60	Player, CD (compact disk)
5	60	Player, Laser Disk
5	60	Player, Video Disk
5	60	Playhouse
5	60	Pole Vault Pit
5	60	Potters Wheel
5	60	Powder Spray Attachment
5	60	Power Supply
10	120	Press, Drill
10	120	Press, Offset
10	120	Press, Padding
10	120	Press, Shop
10	120	Press, Sign
4	48	Printer, Apple/Laser
4	48	Printer, Apple/ImageWriter
4	48	Printer, Apple/Portable
4	48	Printer, Burroughs
4	48	Printer, Canon
4	48	Printer, Hitachi
4	48	Printer, IBM
4	48	Printer, IBM/Laser
4	48	Printer, Poster

Life	Expectancy	Property Description
Years	Months	
4	48	Printer, Rotary
4	48	Printer, Tandy
4	48	Printer, Unisys
4	48	Printer, Xerox
4	48	Printer, Xerox/Laser
4	48	Probe, Nuclear
4	48	Processor, Computer
4	48	Processor, Diffusion
4	48	Processor, Video
5	60	Projector, 16MM
5	60	Projector, Carousal
5	60	Projector, Filmstrip
5	60	Projector, Opaque
5	60	Projector, Overhead
5	60	Projector, Slide
5	60	Projector, Video
5	60	Prone Stander
8	96	Pug Mill
10	120	Pump Control Box
8	96	Pump, Grease
3	36	Pump, Vacuum
5	60	Rack (type)
10	120	Rack, Bicycle (not cemented in ground)
10	120	Rack, Drying
10	120	Rack, Film
10	120	Rack, Folio
10	120	Rack, Magazine
10	120	Rack, Paperback
10	120	Rack, Power
8	96	Rack, Swing Air/Align
10	120	Rack, Vertical
10	120	Radio ,Mobile
10	120	Radio, Portable
5	60	Ramp, Portable Truck
5	60	Ramp, Super
10	120	Range, Electric
10	120	Range, Gas
10	120	Range, Half

Life	Expectancy	Property Description
Years	Months	
10	120	Reactor, 4-Way
5	60	Real Runner
15	180	Receiver, Satellite
4	48	Receiver, Student (hearing)
10	120	Recharging System, AC
10	120	Reclaimer
5	60	Recorder, Deck Cassette
5	60	Recorder, Edit
5	60	Recorder, Reel/Reel
10	120	Recorder, Strip Chart
4	48	Recorder, Video (manufacturer)
5	60	Recorder, Video Edit
4	48	Recorder, Video/Portable (manufacturer)
8	96	Refrigerator
8	96	Refrigerator, Reach In
5	60	Robotic Arm
4	48	Router
10	120	Salad Bar
10	120	Sandblaster
5	60	Sander
5	60	Saw, Band
10	120	Saw, Chain
10	120	Saw, Concrete Gas
5	60	Saw, Metal
10	120	Saw, Miter
10	120	Saw, Radial
5	60	Saw, Scroll
5	60	Saw, Table
5	60	Sawbuck
5	60	Saxophone, Baritone
5	60	Saxophone, Tenor
5	60	Scale
10	120	Scale, Sheep & Hog
4	48	Scanner, Apple
4	48	Scanner, Barcode
4	48	Scanner, Microtek
4	48	Scanner, Opscan 5
4	48	Scanner, Optical

Life	Expectancy	Property Description
Years	Months	
4	48	Scanner, Scan maker
4	48	Scanner, Scranton
4	48	Scan probe II
4	48	Screen, Vision
4	48	Sequencer
4	48	Server, Scranton
10	120	Shaper
5	60	Shear, Hand Operated
10	120	Shelving (not attached to wall or floor)
10	120	Shelving, Book Picture (not attached to wall or floor)
10	120	Shelving, Library (not attached to wall or floor)
5	60	Shredder, Paper
5	60	Side Horse
4	48	Simulator, Blood Pressure
10	120	Sink, Soak/Mobile
15	180	Skillet, Tilting
5	60	Sled, 1-Man/Tackleback
5	60	Sled, 2-Man
5	60	Sled, 5-Man
5	60	Sled, 5-Man/Combo
5	60	Sled, 7-Man
5	60	Sled, Super
10	120	Slicer
10	120	Smart Board, Computer, Interactive Whiteboard
10	120	Snake, Drain
5	60	Soda Fountain Station
5	60	Software
5	60	Soldering Center
5	60	Sorter
10	120	Sound Canvas
5	60	Sound System, Portable
5	60	Sound System, Wireless
6	72	Sousaphone
5	60	Speaker
10	120	Sprayer
10	120	Sprayer, Paint/Airless
5	60	Sprinkler (portable)

Life	Expectancy	Property Description
Years	Months	
10	120	Stand, Atlas
5	60	Stand, Blueprint
10	120	Stand, Cashier
5	60	Stapler, Floor
10	120	Stapler, Folder/Mitra
10	120	Steamer
5	60	Stereo (manufacturer)
10	120	Still, Barnstead
5	60	Stitcher, Single Head
5	60	Synthesizer, Digital
5	60	System Switcher
5	60	Table, Automated View
10	120	Table, Bakers
10	120	Table, Cafeteria
10	120	Table, Conference
10	120	Table, Cooks W/Rack
10	120	Table, Cooks W/Sink (portable)
10	120	Table, Demonstration
10	120	Table, Drafting
10	120	Table, Information
10	120	Table, Instruction
10	120	Table, Light
5	60	Table, Mobile
5	60	Table, Mobile/Lab
10	120	Table, Prep
10	120	Table, Prep W/Rack
10	120	Table, Prep W/Sink
5	60	Tape Backup, Apple
5	60	Tape Cleaner, Magnetic
5	60	Tape Control Unit
5	60	Telescope
5	60	Telescope, Reflecting
5	60	Television (manufacturer)
5	60	Television/VCR
5	60	Terminal, CRT (type)
5	60	Tester (type)
10	120	Thermometer
10	120	Threader, Drive

Life	Expectancy	Property Description
Years	Months	
5	60	Timer, Tuner
8	96	Timpani
5	60	Tool Chest/Mechanic (without tools)
10	120	Tractor, Ford
10	120	Tractor, Gravely
10	120	Tractor, John Deere
10	120	Tractor, Kubota
10	120	Trailer (type)
5	60	Trainer, Pull Up
5	60	Trainer, Swim
5	60	Transmitter, Frequency
10	120	Trencher, Riding
5	60	Tripod
10	120	Trowel, Power
5	60	Truck Book
10	120	Truck Pallet
8	96	Tuba
5	60	Tune (type)
5	60	Typewriter (manufacturer)
5	60	Vacuum, Asbestos
5	60	Vacuum, Billy Goat
5	60	Vector scope, Waveform
10	120	Vehicle, Bus (bus number)
10	120	Vehicle, Car (manufacturer)
5	60	Vehicle, Golf Cart
10	120	Vehicle, Truck /Dump
10	120	Vehicle, Truck/Bucket
10	120	Vehicle, Truck/PU
10	120	Vehicle, Truck/Semi
10	120	Vehicle, Truck/Stake
10	120	Vehicle, Truck/Tanker
10	120	Vehicle, Truck/Wrecker
10	120	Vehicle, Van (manufacturer)
5	60	Vestibulator/Frame
5	60	Video (title)
5	60	Washer & Dryer /Stacked
5	60	Washer, Paint Gun
10	120	Washer, Pressure

Life	Expectancy	Property Description
Years	Months	
5	60	Water Still
5	60	Weather Station
10	120	Welder, Arc
8	96	Welder, Arc AC/DC
10	120	Welder, Mig
10	120	Welding Gun
5	60	Wheelchair
10	120	Workbench
5	60	Workbench, Electronic
6	72	Xylophone

Property

Record

Forms

Please utilize interactive Property Record forms that are posted to the Property Records website

<http://www.osceolaschools.net/cms/One.aspx?portalId=567190&pageId=1780266>

Print Screens

M280

Upon receipt of the property record label, the Property Custodian or his Designee will be responsible for attaching the label on the item, entering the building and room number in Terms where the item is located by utilizing the M280 screen. **If a serial number does not appear on the form with the property record label, or if the serial number is not seen on the M280, submit the information to the Property Record Technician.**

The screenshot shows a terminal window titled "(A) sbocprod - PowerTerm Interconnect/32". The main display area is black with green text. At the top, it says "Panel : _____ M280. Asset Base Y: 2009". Below that, "Asset: 00801986" is displayed. A horizontal dashed line separates the header from the data. The data is organized into several sections:

Identity:	Item	Serial Number	Model Number
	P11066930	0039162516	TOWER

Description:	COMPUTER, CONSTRUCTION FUNDS	Loc: Cntr Bldg Dp
	E4610D PERFORMANCE MID TOWER	5556 0 0
	V=GATEWAY M=GATEWAY	Assigned To

Acquisition:	Date	S O PO#	Check#	Life	Orig Cost	Curr Val
	09132007	0 D 00323124	4037941	48	879.00	714.21

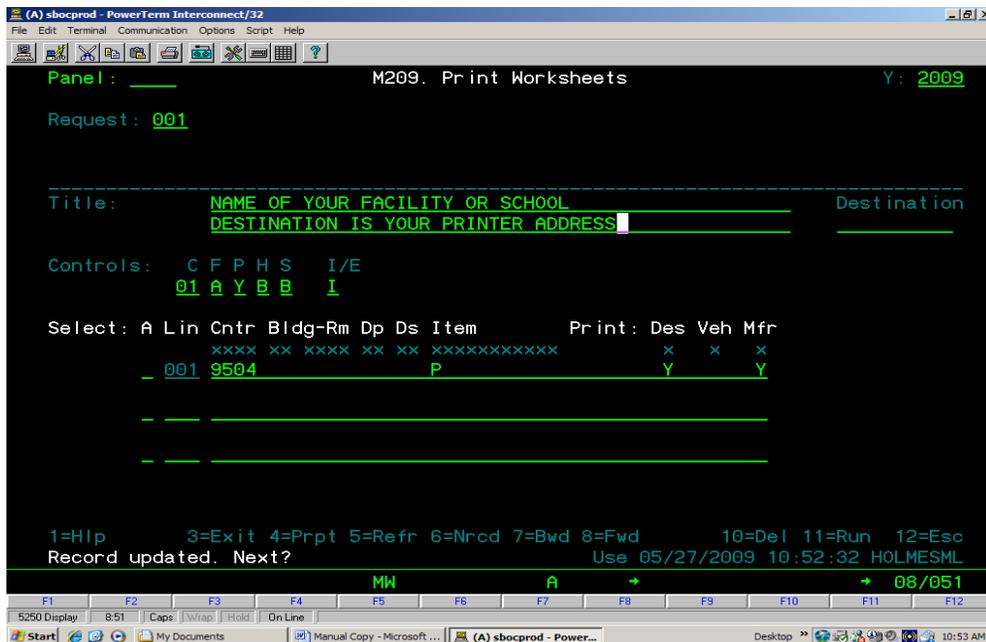
Status:	Tg Cn Ds	Last Inv	Deleted	Sold:	Date	Receipt	Amount
	Y 1 X	09132007					.00

Miscell:	Vendor	Mfr	Assembly	Veh:	Ident Tag	Title
	V0000036360	V0000036360				

At the bottom of the screen, there are navigation instructions: "1=Hlp 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc". Below these, it says "Record displayed (update)." and "Upd 08/28/2008 15:16:59 SEIST". The bottom of the terminal window shows a function key bar (F1-F12) and a Windows taskbar with the Start button, My Documents, and a clock showing 10:48 AM.

One-month prior to a facility's scheduled physical annual inventory, the facility must print the M209 Report and/or M215 Worksheet from TERMS to complete the pre-inventory. The Worksheet includes all property located at the facility.

M209



M215

