



Administrative Procedure PIC-P011  
**MISSING ASSETS PROCEDURE**

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**Responsible Office:** Office of Business & Financial Services

**PURPOSE**

This administrative procedure describes the process for tracking missing assets by the Property Control Department in the Washoe County School District ("District" or "WCSD").

**REGULATION**

1. Missing assets are defined as assets that cannot be located during the site or department's bi-annual inventory or an asset that cannot be located by the site or department any other time.
  - a. If the missing asset(s) cannot be located after two full inventories conducted by the Property Control Clerk, the asset will be removed from the site or department's inventory and considered "disposed of".
  - b. It is the responsibility of the site or department to inform Property Control that an asset is missing if noted any other time than during a scheduled inventory.
2. After a scheduled inventory, the Property Control Clerk provides a list of assets that were not located to the principal or department head for assistance in locating. Once the missing list is returned to the Property Control Clerk, the inventory information is uploaded into the BusinessPlus database. The fixed assets inventory shall include any equipment with a purchase value of one thousand dollars (\$1000) or more and any other computer equipment with a purchase value of five hundred dollars (\$500) or more.

**LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This administrative procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 3440, Equipment and Property.
2. This administrative procedure complies with Nevada Revised Statutes (NRS) Chapter 354, Local Financial Administration, and specifically:
  - a. NRS 354.625, Records relating to property and equipment; control of inventory

**REVISION HISTORY**

Date	Revision	Modification
1/24/2020	v1	Adopted