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## Surplus District Fixed Assets Procedure (PIC-P004)

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This procedure describes the way in which the Property Control department manages the surplus Capitalized Assets, Asset Items of Value and tagged supply items at the Washoe County School District.

### 2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

### 3.0 APPROVAL AUTHORITY:

*(Approval signature on file)*

- 3.1 Senior Accountant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 4.0 DEFINITIONS:

- 4.1 Asset – Capitalized Asset, Asset Item of Value or tagged supply items
- 4.2 Surplus – Any tagged Asset that is no longer of use at its present location
- 4.3 PCT – Property Control Technician
- 4.4 WCSD – Washoe County School District

### 5.0 PROCEDURE:

- 5.1 PCT is contacted via e-mail or by the IT surplus computer form link on the WCSD website ([www.washoe.k12.nv.us/is/surplusEquip.html](http://www.washoe.k12.nv.us/is/surplusEquip.html)) that surplus exists at, or is requested by a site.
- 5.2 PCT updates the list of surplus equipment available for transfer to, or requested by, a site and attempts to re-distribute useable surplus assets to other District sites.
- 5.3 PCT notifies the warehouse supervisor via e-mail that surplus equipment needs to be picked up and transported to another location.
- 5.4 PCT processes any re-distributed items per Transfer of Fixed Assets Procedure (PIC-P005).
- 5.5 PCT processes items that are obsolete or beyond economic repair per Disposal/Retirement of Fixed Assets Procedure (PIC-P006).
  - 5.5.1 Assets are stored in the warehouse until physical disposal.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Transfer of Fixed Assets Procedure - PIC-P005
- 6.2 Disposal/Retirement of Fixed Assets Procedure - PIC-P006



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### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Printed E-mail	Property Control Office	5 yrs	Discard as desired	Standard File Cabinet in Secured Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/15/06	A	Initial Release
04/09/07	B	Revised 4.2 and 5.3 to remove apostrophe and hyphen; revised Record Retention Table.

\* \* \* E n d o f p r o c e d u r e \* \* \*