



Transfer of Fixed Assets Procedure (PIC-P005)

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 processes transfers of fixed assets between sites at the Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

3.1 Senior Accountant

(Approval signature on file)

Signature
Date

4.0 DEFINITIONS:

- 4.1 FA Database – Fixed Asset Database within accounting software used to track inventory
- 4.2 Asset – Capitalized Asset, Asset Item of Value or tagged supply item
- 4.3 PCT – Property Control Technician

5.0 PROCEDURE:

- 5.1 PCT is contacted via e-mail from the school or warehouse that a transfer of assets has or will occur.
- 5.2 PCT processes the transfer in the FA database.
 - 5.2.1 Assets can be transferred to a specific school/department, to the District warehouse until disposition, or from the District warehouse to a school/department. Transfers are not to be completed during District audit time (Sep/Oct) without prior approval of Senior Accountant.
- 5.3 PCT prints the transfer screen from the FA Database.
- 5.4 PCT files and stores the printouts by month.

6.0 ASSOCIATED DOCUMENTS:

6.1 N/A

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Screen print of transfer processed and documentation	Property Control	5 years	Discard as desired	Locked Area



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
03/15/06	A	Initial Release

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