



Responsible Office: Office of Business & Financial Services

BOARD POLICY 3265 EQUIPMENT AND PROPERTY

PURPOSE

The Board of Trustees (“Board”), as the governing body of the Washoe County School District (“District”), is committed to its role of responsible financial stewardship and considers it prudent to establish a policy for the management of equipment and property. These activities are to be managed in accordance with Nevada state law, governmental accounting standards, internal procedures, and best practices to provide the framework for best protecting District assets.

POLICY

1. Guiding Principles

- a. All District equipment and property shall be maintained and operated in a responsible, ethical, and safe manner in accordance with applicable state laws and local codes.
- b. The facilities, properties, and equipment owned by the District which are currently needed for District purposes will be managed to reflect the District’s short, intermediate, and long-term educational needs.
- c. The District seeks to achieve maximum long-term economic benefit from the purchase and disposition of its real and personal property.
- d. Through asset management, the District seeks to protect assets and provide transparency.

2. Guiding Practices

- a. Real Property and Personal Property
 - i. The District shall comply with federal, state, and local laws, regulations, and ordinances regarding the District’s acquisitions, ownership interests, and/or dispossession of real property and personal property.
- b. Fixed Assets Inventory
 - i. The District shall comply with federal, state, and local laws, regulations, and ordinances regarding the District’s acquisitions, ownership interests and/or dispossession of fixed assets.

- ii. The District shall maintain an inventory of its fixed assets whether purchased or acquired through gift or loan.
- iii. Individual fixed assets inventory records shall be maintained in such manner as to be readily entered in the general ledger of the school district.
- c. The Superintendent shall establish administrative regulations, procedures, and practices necessary for the implementation of the provisions of this policy. This may include, but is not limited to:
 - i. The administration and management of fixed assets inventory, to include protocols for handling stolen, missing, and donated assets;
 - ii. The acquisition and disposition of personal property, to include:
 - 1. The use of District personal property as a trade-in allowance when financially advantageous to do so;
 - 2. The sale of District personal property to other school districts or governmental entities; and
 - 3. The sale of District personal property to the public through auction.
 - iii. The acquisition and disposition of real property through means to include sale, lease, and exchange.

DEFINITIONS

- 1. Real Property includes lands and structures owned by the District.
- 2. A fixed asset is personal property of the District that is not consumed, does not lose its identity through use or incorporation with other assets, is more feasible to repair than replace, and has a life of one or more years. Fixed assets includes vehicles, machinery, and equipment owned by the District.
- 3. Personal property is property owned by the District which is movable and is not affixed to or associated with the land. Personal property is generally everything except real property (land and buildings).

DESIRED OUTCOMES

- 1. Through this policy, the Board and District seek to
 - a. Provide transparency to the community; and
 - b. Preserve and minimize the potential for loss or misuse of these assets.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

- a. Board Policy 3320, Purchasing Procedures
 - b. Board Policy 7100, Capital Projects and Facilities Management
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
- a. Chapter 332, Purchasing: Local Governments, and specifically:
 - i. NRS 332.185, Sale or Lease of Personal Property of Public Entity; Public Auctions, Chapter Inapplicable to Transactions Regarding Real Property.
 - b. Chapter 354, Local Financial Administration, and specifically:
 - i. NRS 354.625, Records relating to property and equipment; control of inventory.
 - c. Chapter 393, School Property, and specifically:
 - i. NRS 393.220 – 393.3293, Sale, Lease Or Rental Of Real Property Belonging To A School District; Lease Or Rental Of Real Property Of School District Having Rental Value Of \$5,000 Or Less A Year; Exchange Of Real Property Belonging To School District

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board shall receive notification of any required changes to the policy.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy. The Board shall receive notification of the adoption and/or revision of any implementing administrative regulations.

REVISION HISTORY

Date	Revision	Modification
2/10/2015	1.0	Adopted: Combined former Board Policies 3270, 3270.1, Real Property, 3271, Personal Property, 3440, Fixed Assets
6/4/2019	2.0	Revised: Removed details to administrative regulations