

TYLER ISD FIXED ASSETS GUIDELINES

The following procedures are being implemented immediately for the pick-up and disbursement of all equipment or furniture from the Tyler ISD properties. This policy includes campuses being vacated due to new construction.

No items may be sold to district employees or other individuals.

Equipment or furniture may not be donated to individuals or entities by the district, unless approved specifically by the Executive Director of Financial Services.

All items picked up from TISD properties will be held for use within the district, sent for auction, or disposed of through the fixed asset department. **No items will be stored for specific campuses.**

Any campus needing used furniture or equipment will notify the Fixed Asset Department. You must have an appointment to look at what is available and an inventory of what goes to a campus will be made for the distribution.

This policy includes items that are stored in and/or picked up from the Food Service Warehouse.

Old, obsolete, and/or surplus equipment and furniture will be picked up from campuses and departments by appointment twice a year by the Fixed Asset Department. Campuses and departments will be notified at least two weeks in advance of each pick-up, once in the fall and once in the spring. An appointment will be set once the "Fixed Asset Form" has been submitted and approved.

The district procedure is as follows:

The Fixed Asset Form is now on the TISD website. Go to Forms, look under Miscellaneous Forms and click on Fixed Asset Form. Complete the form on the computer by filling in your campus name in the "Returned From" and the "Date". The information needed in the body of the form is: Campus/Department Name, Date, Quantity, ID #, Serial #, and Description. Attach the form to an email or fax it to Linda Little. If you have any problems with this procedure please call 903-262-3195. **NO HANDWRITTEN forms will be accepted.** Incomplete forms will be rejected and returned to the campus.

- Please complete a separate form for equipment and furniture.
- Information for tagged items must be detailed.
- (example: 1 TISD tag # Serial # Gateway Computer)
- Furniture lists should include number of items.
- (example: 14 student chairs, etc.)
- All items to be picked up should be listed, with or without fixed asset tags.
- **ALL ITEMS MUST BE IN ONE CENTRAL LOCATION ON THE CAMPUS FOR PICK UP.**

Do not enter work orders to Facilities to have items removed from your campus or department. Send requests to the Fixed Assets Department. If a work order is required, you will be instructed to submit one.