

**PROCEDURES MANUAL**  
**CAPITAL ASSET MANAGEMENT SYSTEM**

FOR LOCAL EDUCATIONAL AGENCIES

IN THE STATE OF WEST VIRGINIA



**OFFICE OF SCHOOL FINANCE**  
**WEST VIRGINIA DEPARTMENT OF EDUCATION**

PROCEDURES MANUAL  
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**Revised September 30, 2004**

**Office of School Finance  
West Virginia Department of Education**

## FOREWORD

Allocating, safeguarding, and accounting for the physical assets of a school system are among the most important responsibilities of school administrators. Expenditures for capital assets are generally the most visible costs a school district incurs. Yet, the accounting for such assets, once acquired, has generally received little attention.

Implementation of a capital asset inventory accounting system on the West Virginia Education Information System (WVEIS) will enable local education agencies to maintain an inventory of all assets, including those purchased with federal funds in a current and efficient manner. In addition, the system will assist all agencies in obtaining an unqualified opinion on their audited financial statements, and will assign responsibility and accountability for the security of capital assets. The system can also be used for purposes of insurance and proof of loss.

This manual has been developed by the West Virginia Department of Education in order to provide uniform standards throughout the State for all county boards of education, regional education service agencies, and multi-county vocational centers to use in implementing and maintaining a capital asset inventory accounting system on WVEIS. The manual prescribes the minimum requirements that are to be encompassed in establishing such a system, and provides a list of the codes that are to be used in classifying capital assets.

The standards presented in this manual were developed by the Office of School Finance, in consultation and cooperation with the Accounting Procedures Committee, various federal program administrators at the Department of Education, and a number of other knowledgeable sources. Their dedicated work is greatly appreciated.

Sincerely,

David Stewart  
State Superintendent of Schools

September 30, 2004

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# CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

## I. INTRODUCTION:

Government officials have always been under public scrutiny to demonstrate that they are properly fulfilling their stewardship responsibilities. In regard to the stewardship of capital assets, officials are concerned as to whether the entity's assets are being safeguarded and used in a proper and efficient manner. Accordingly, this requires the establishment of an inventory system to ensure that capital assets are adequately controlled.

The new financial reporting requirements that were established by the Governmental Accounting Standards Board (GASB) in its Statement 34 on Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments places stronger emphasis on maintaining accurate control and reporting requirements on capital assets.

Control over capital assets requires both accounting control as well as physical control. This control is most effective when physical and accounting controls are integrated. To maintain an accurate capital asset management system, it is necessary to have control over the underlying acquisition, use and disposition of assets.

In establishing such a system, however, consideration must be given as to what level of control can be effectively maintained with available resources. While it may theoretically be ideal to maintain control over every asset owned by an organization, one must be practical and realize the limitations that exist in implementing such an idealistic system. The maximum required threshold for including a capital asset in the capital asset management system is \$5,000 for all assets, but an LEA may select a lower control threshold.

The West Virginia Department of Education, Office of School Finance has developed this manual to provide basic guidance to the various local educational agencies in the State in implementing a capital assets management system. Each local educational agency is encouraged to supplement this manual with its own local operating procedures.

The major steps involved in establishing a capital asset management system include: planning; taking a physical inventory of existing assets; recording the assets in the accounting records; establishing a value for the assets; and implementing the system to record the acquisition of new assets.

During the planning stage, input should be obtained from every functional area, such as finance, transportation, facilities, etc., as well as all program directors, to ensure the capital asset inventory system will meet the needs of each.

Implementation of a comprehensive capital asset management system will enable each entity to accurately reflect the value of its assets in its financial statements and preclude audit findings. The system will also eliminate the need for each federal program director to maintain a stand-alone system and it will provide an inventory of all resources purchased, regardless of the source of funds. Additional benefits include: information that could be useful to control capital expenditures and avoid duplicate purchases; a reduction in losses due to theft and unauthorized use of assets; and information needed to file insurance claims.

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## II REQUIREMENTS:

The purpose of this procedures manual is to establish the minimum requirements that are to be adopted by each county board of education, regional education service agency, and multi-county vocational center, jointly referred to as a local education agency (LEA), in implementing a capital asset management system. Each LEA must adopt its own policies and procedures to specifically address the factors that are unique to the organization. For consistency throughout the state, however, the following requirements must be implemented:

**A. WVEIS** - The capital asset management system must be maintained on the West Virginia Education Information System (WVEIS).

The Fixed Asset Inventory System User's Guide published by National Computer Systems, Inc. is to be used as the guidance for operating the software. The instructions included in the user's guide are not duplicated in this manual.

**B. Control Level** – A capital asset whose original cost is \$5,000 or more on an individual item basis, or a capital asset received by donation, whose fair market value at the time of receipt equals or exceeds this value on an individual basis must be included in the property record as a capital asset.

The LEA may select a control level below \$5,000 after evaluating the needs of the county staff, the federal program administrators and the local school personnel.

**C. Capitalization Level** – A capital asset other than buildings whose original cost is \$5,000 or more on an individual basis, or a capital asset received by donation, whose fair market value at the time of receipt equals or exceeds this value on an individual basis must be capitalized for financial reporting purposes. This means that items purchased and capitalized in the current year will not be reported as current expenses in the district-wide Statement of Activities, but rather a depreciation expense will be recorded, by function, to reflect the cost of the asset over its useful life.

Material purchases of like assets, however, must be considered as one asset in determining whether the asset meets the capitalization threshold. For instance, the purchase of some library books would not be capitalized because the cost of each individual asset does not meet the capitalization threshold. However, the purchase of enough library books to completely furnish a library in a new school would need to be considered as one asset and the capitalization threshold would be applied to the cost of the books in total.

**D. Capitalization Level for Buildings** – A building whose original cost is \$100,000 or more on an individual basis, or a building constructed on school property by school support organizations or received through donation, whose fair market value at the time of receipt equals or exceeds this value on an individual basis must be capitalized for financial reporting purposes. An individual local education agency, however, may select a threshold between \$50,000 to \$100,000.

**All financial statements and reports, including those submitted to the West Virginia Department of Education, must utilize the capitalization level of \$5,000 for all capital assets excluding buildings and the threshold of \$100,000 for building, or a lower threshold if selected by the local education agency.**

**E. Sensitive Items** - Those items of equipment whose cost is generally less than the LEA's control level but which are identified within the capital asset system for purposes of controlling and tracking. Sensitive items could include equipment such as computers, printers, television sets, data projectors, digital and video cameras, and mobile telephones.

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The State Department of Education does not require that any items costing less than the capitalization level discussed in the preceding paragraphs be identified as a sensitive item and be included in the capital asset management system. Local educational agencies, however, have the discretion of determining whether to identify any items as sensitive items and include them in the capital asset management system.

**F. Depreciation** – Depreciation expense must be calculated for all capital assets meeting the capitalization threshold, except for land, certain land improvements, and construction in progress. Depreciation expense is to be reported by function in the district-wide Statement of Activities, prepared in accordance with the accounting principles described in GASB Statement 34. The total cost of the capital assets purchased during the current fiscal year will be shown as a current expenditure in the fund basis statements, but only the depreciation cost will be reported as a current expense by function in the district-wide Statement of Activities.

**G. Program Assets** - In order to identify the assets purchased with State or Federal grant funds, the first two digits of the project code element of the account code structure must be completed. The last three digits do not need to be entered when inventorying assets that have already been purchased. The full five-digit project code will be entered automatically by the system for all assets that are purchased after the implementation of the capital asset management system.

In addition to tracking assets by program, vocational directors have historically tracked assets according to the course of study in which the assets are used. If a county vocational director desires to continue tracking this information, the subject element of the account code will need to be completed for every asset belonging to the vocational program. This includes the assets that are already on hand as well as those that are purchased in the future.

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## III. RESPONSIBILITIES:

The superintendent, or director of a RESA or MCVC, has the overall responsibility for the proper operation and maintenance of the capital management system. Responsibility for the efficient daily operation of the system to order, receive and record capital assets and sensitive items into the property record is delegated to the chief school business official (CSBO) of each district. Federal program directors, all other directors or managers and all school principals are responsible for the control and security of the assets assigned to the location or administrative unit for which they are responsible.

The chief school business official, or his/her designee is responsible for:

- the monthly transfer of account activity to the capital asset system and reconciliation.
- the supervision and coordination of the initial inventory.
- the fulfillment of the property record input function for all expenditures classified as land, buildings, equipment, and vehicles for both acquisitions and retirements.
- the timely creation of all asset reports.

All items of equipment which exceed the capitalization level or are considered to be sensitive items as defined in Section IV, including those purchased through school activity funds or donated by school support organizations or other benefactors, must be entered into the capital asset inventory management system. For each asset that is acquired, an individual must be assigned the responsibility to:

- Receive and inspect the asset.
- Return any damaged merchandise.
- Apply a property tag(s) to the asset.
- Enter the equipment into the asset system.
- Safeguard the asset.
- Inventory the asset periodically and reconcile differences with the asset records.
- Delete from the asset record any equipment that is being disposed.

A local education agency may want to document the delegation of responsibility through the use of a form. A sample is included in Appendix C.



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## IV. ASSET VALUATION:

Capital assets must be recorded at historical cost or, if historical cost is not readily available or determinable, at estimated historical cost. Estimated replacement costs are not to be used for recording capital assets in the Capital Asset Management System and for financial statement reporting. It is recommended, however, that replacement costs be maintained on all major assets for insurance purposes.

Historical costs shall include all applicable ancillary costs. All costs must be documented, including methods and sources used to establish any estimated costs.

**A. Purchased Assets** - Purchased assets shall be recorded in the capital asset management system at actual cost, including all ancillary costs, based on vendor invoice or other supporting documentation.

Costs that should be **included** in the total value of a capital asset include:

The purchase price of the capital asset, net of purchase and trade discounts, and:

1. Freight and handling charges, including shipping insurance
2. Cost of construction
3. Allocation of fringe benefits and overhead expenses
4. Insurance premiums during construction
5. Installation and inspection costs
6. Appraisal and negotiation fees
7. Title, legal, commission, closing and survey fees incurred in connection with the acquisition of land
8. External architectural, engineering, and design costs
9. Land preparation and demolition costs of existing buildings or other structures with the intent of using the cleared land
10. Other charges incurred to place the asset in use

Costs that should be **excluded** from the cost of a capital asset:

1. Demolition, removal and disposition of existing equipment in preparation for a new project, EXCEPT for the cost to remove or demolish a building or other structure existing at the time of acquisition of land
2. Relocation and rearrangement of existing equipment
3. Start-up time, including the cost of correcting flaws
4. Licensing and registration fees for vehicles and operational equipment
5. Extraordinary costs incidental to the construction of capital assets, such as those due to strike, flood, fire, or other causes
6. For asset exchanges, monies paid or received as part of the exchange
7. Costs to maintain and repair assets
8. Costs of abandoned construction
9. Administrative and executive salaries, even though a portion of the salary may be related to the acquisition of the capital asset
10. Interest related to the construction period

**B. Self-Constructed Assets** – Self-constructed assets shall be recorded at actual cost, with all direct costs (including labor) associated with the construction project included in the cost valuation. If it is not possible to readily identify all direct costs, an estimate of the direct costs is acceptable, but must be supported by a reasonable methodology. Indirect costs, including the salaries of management personnel, are not to be included.

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**C. Donated Assets** – Capital assets acquired by gift, donation, or payment of a nominal amount must be recorded at estimated cost equal to the fair market value at the time of acquisition.

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## V. CAPITAL ASSET CATEGORIES:

### Land

Land is any improved or unimproved tract owned by the board including the cost of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. Land is inexhaustible and does not depreciate over time. All acquisition of land will be capitalized (Use object code 711).

#### Examples of Expenditures to be Capitalized as Land

- Purchase price of fair market value at the time of the gift
- Commissions
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Land excavation, fill, grading, and drainage
- Demolition of existing buildings and improvements (less salvage value)
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
- Interest on mortgages accrued at the date of purchase
- Accrued and unpaid taxes at the date of purchase
- Other costs incurred in acquiring the land
- Water wells (includes initial cost for drilling, the pump and its casing)
- Right-of-way

### Land Improvements

Land improvement is any non-building improvement built, installed or established to make land ready, enhance the quality of, or facilitate the use of the land for its intended purpose. Land improvements can be categorized as inexhaustible and exhaustible.

#### Inexhaustible

- Expenditures for improvements that do not require maintenance or replacement, expenditures to bring land into condition to commence assembly of structures, expenditures for improvements not identified with structures, and expenditures for land improvements that do not deteriorate with use or passage of time are additions to the cost of land and are generally inexhaustible and therefore not depreciable.

#### Exhaustible

- Other improvements that are part of a site, such as parking lots, landscaping and fencing, are usually exhaustible and are therefore, depreciable.

#### Examples of Expenditures to be Capitalized as Land Improvements

- Fencing and gates
- Landscaping
- Parking lots/driveways/parking barriers
- Outside sprinkler systems
- Recreation areas and athletic fields (including bleachers)
- Golf courses
- Paths and trails

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- Septic systems
- Stadiums
- Swimming pools, tennis courts, basketball courts
- Fountains
- Plazas and pavilions
- Retaining walls
- Playground equipment

### **Buildings**

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. All buildings owned or leased by the LEA, such as school buildings, administration buildings, maintenance garages, warehouses, athletic facilities, and portable classrooms (Use object code 721).

#### *Examples of Expenditures to be Capitalized as Buildings*

- Purchased Buildings:
  - Original purchase price
  - Expenses for remodeling, reconditioning or altering a purchased building to make it ready for use for the purpose for which it was acquired
  - Environmental compliance (i.e., asbestos abatement)
  - Professional fees (legal, architect, inspections, title searches, etc.)
  - Payment of unpaid or accrued taxes on the building to date of purchase
  - Cancellation or buyout of existing leases
  - Other costs required to place or render the asset into operation
- Constructed Buildings:
  - Completed project costs
  - Interest accrued during construction
  - Cost of excavation or grading or filling of land for a specific building
  - Expenses incurred in the preparation of specifications, blueprints, etc.
  - Cost of building permits
  - Professional fees (architect, engineer, management fees or design and supervision, legal)
  - Costs of temporary buildings used during construction
  - Permanently attached fixtures or machinery that cannot be removed without impairing the use of the land
  - Additions to buildings (expansions, extensions, or enlargements)

### **Building Improvements**

Building Improvements are capital events to owned or leased property that materially extend the useful life, or increase the value of a building, or both. For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part such as replacement of an old shingle roof with a new fireproof tile roof. Replacement or restoration to original utility level would not be capitalized. LEA's may use the following as a guideline: if the improvement increases the life or value of the building by 10% of the original life period or cost, then it may be capitalized. Determinations must be made on a case by case basis.

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Two options exist for recording a building improvement in the fixed asset module on WVEIS. The cost and useful life of the asset receiving the improvement may be increased or a separate asset record may be created with the cost and useful life of only the improvement.

### Examples of Expenditures that may be Capitalized as Improvements to Buildings

- Conversion of attics, basements, etc., to usable office, clinic, research or classroom space
- Structures attached to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents
- Original installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel girds, or other interior framing
- Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closets and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)
- Other costs associated with the above improvements

### Examples of Building Improvements to be Recorded as Maintenance Expense

- Adding, removing and/or moving walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing, electrical, or HVAC repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration, such as draperies, blinds, curtain rods, wallpaper
- Exterior decoration, such as awnings, uncovered porches, decorative fences, etc.
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of tile or panel sections; sink and fixture refinishing, etc.
- Maintenance-type exterior renovation such as repainting, repair of deteriorated siding, roof, or masonry sections
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value of the building

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### Equipment

An equipment item is any instrument, machine, apparatus, or set of articles which meets **all** of the following criteria:

- It retains its original shape, appearance, and character with use;
- It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
- It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it;
- Under normal conditions of use, it can be expected to serve its principal purpose for at least one year.

All furniture or equipment contained in the buildings whose original cost equals or exceeds the capitalization threshold of \$5,000, including furniture and equipment acquired through a capital lease. The purchase of furniture or equipment whose original cost exceeds this capitalization threshold should be recorded using object codes 731, 733, 734, or 735. The purchase of furniture and equipment whose original cost is less than the capitalization threshold but equals or exceeds the control threshold established by the LEA should be recorded using object codes 691 through 695. Furniture and equipment whose original cost is below both the capitalization threshold and the control threshold established by the LEA should be recorded as a supply item using object codes 611 through 669.

### Examples of Expenditures to be Capitalized as Equipment

- Original contract or invoice price
- Freight charges
- Import duties
- Handling and storage charges
- In-transit insurance charges
- Sales, use, and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Costs or reconditioning used items when purchased
- Parts and labor associated with the construction of equipment

### Vehicles

Vehicles include all school buses, automobiles, trucks and vans whose original cost equals or exceeds the capitalization threshold of \$5,000, including vehicles acquired through a capital lease. The purchase of school buses whose original cost exceeds this capitalization threshold should be recorded using object code 741; all other vehicles whose original cost exceeds the capitalization threshold should be recorded under object code 732. The purchase of vehicles whose original cost is less than the capitalization threshold but exceeds the control threshold established by the LEA should be recorded using object code 692. Vehicles whose original cost is below both the capitalization threshold and the control threshold should be recorded as a supply item using object code 669.

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## VI. ACCOUNTING POLICIES:

The accounting and reporting of capital assets is to be done in accordance with the procedures prescribed in Accounting Procedures Manual issued by the Department of Education, Office of School Finance.

**A. Assets Acquired Through Lease Agreements** - Assets acquired through lease agreements satisfying criteria established by the Financial Accounting Standards Board (FASB) Statement No. 13 "Accounting for Leases," must be capitalized. FASB Statement No. 13 requires that noncancellable leases meeting any one of the following criteria constitutes a capital lease, and the related asset must be recorded as a capital asset of the lessee (LEA):

A lease is a capital lease if it qualifies under one of these criteria:

- a. Ownership of the property transfers to the lessee by the end of the lease term.
- b. The lease contains a bargain purchase option.
- c. The lease term is equal to 75% of estimated useful life of the asset.
- d. Present value of minimum lease payments exceeds 90% of fair value of the asset at the beginning of the lease.

Assets leased through agreements failing to meet any of the above criteria should not be recorded as a capital asset.

All leases with governmental agencies in the State of West Virginia must include a fiscal funding clause which provides for cancellation if sufficient funds are not available in a future year to make the required lease payments. The likelihood of cancellation due to such a clause has been deemed a remote possibility; therefore, lease agreements are considered noncancellable. So, if the criteria established above are met and the value of the lease is material to the financial statements, the asset must be recorded as a capital asset of the lessee.

**B. Valuation** - All capital assets are valued using historical cost which is defined as all costs expended by the county to place the asset into service. All hard and soft costs related to the acquisition of land and building should be included. Freight and installation costs related to equipment should also be added to the invoiced cost of the asset.

**C. Assets Purchased Directly by the State and Other Donated Assets** -All donated assets are valued at fair market value as of the date of donation. The donating organization should provide the LEA with this valuation. For assets purchased directly by the State Department of Education for LEAs, the Department will report the value of the assets at the time the assets are delivered.

**D. Capitalization Level** - A purchased asset other than buildings (see p.3) whose original cost exceeds \$5,000 on an individual basis or a donated asset whose fair market value exceeds \$5,000 on an individual basis must be included in the property record as a capital asset. Material purchases of like assets must be considered as one individual asset for the purposes of applying the capitalization threshold.

Both the control level and capitalization level may be \$5,000. Neither level may be defined at greater than \$5,000.

**All financial statements and reports, including those submitted to the West Virginia Department of Education, must utilize the capitalization level of \$5,000.**

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**E. Control Level** - The LEA may select a control level below \$5,000 after evaluating the needs of the county staff, the federal program administrators and the local school personnel. When considering a lower level, several factors are important:

1. The lower the control level, the larger the number of assets which must be recorded
2. The larger the number of assets, the greater the amount of time required to properly track and control these assets
3. It is better to control the big dollar items than to waste time and effort attempting to track minor equipment

Regardless of the control level selected by the LEA, all financial reporting must utilize the capitalization level of \$5,000 for consistency.

**F. Equipment vs. Supply** - The purchase of any item which meets the definition of an equipment item, as described in Section V of this manual, is to be coded for financial statement reporting purposes as an equipment purchase, regardless of whether the cost exceeds the control level established by the LEA, or not. For furniture or equipment whose original cost exceeds the capitalization threshold, including furniture and equipment acquired through a capital lease, use object codes 731, 733, 734, or 735. For equipment whose original cost is less than the capitalization threshold but exceeds the control level established by the LEA, use object codes 691 through 699. If an item does not meet the definition for an equipment item or its original cost falls below both the capitalization and control thresholds, it is to be coded as a supply item.

**G. Depreciation** –Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible. LEAs must use the **straight-line depreciation method** (historical cost less residual value, divided by useful life) to compute depreciation of capital assets. The WVEIS software has the capability to calculate the depreciation amount that is to be reported.



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## **VII. REQUIRED CATEGORY AND CLASSIFICATION CODES:**

For standardization, all capital assets must be classified according to the following category and classification codes. In addition, for computer assets, the following list of description codes must be used. If it is determined that additional codes are needed in these categories, they must be assigned by the Office of School Finance.

A list of optional description codes is provided in Appendix B for other types of assets. The use of these codes, however, is not required. LEAs may use these optional codes or other codes which they wish to create.

### ***CATEGORY CODES***

|        |                            |
|--------|----------------------------|
| 100000 | Land and Improvements      |
| 200000 | Buildings and Improvements |
| 400000 | Furniture and Equipment    |
| 500000 | Vehicles                   |

### ***CLASSIFICATION CODES***

|        |                               |
|--------|-------------------------------|
| 100000 | Land                          |
| 150000 | Land Improvements             |
| 200000 | Buildings, Original           |
| 210000 | Building Additions            |
| 220000 | Building Improvements         |
| 400000 | Computers                     |
| 401000 | Copiers                       |
| 402000 | Equipment, Athletic           |
| 403000 | Equipment, Audio Visual       |
| 404000 | Equipment, Building Support   |
| 405000 | Equipment, Classroom          |
| 406000 | Equipment, Communications     |
| 407000 | Equipment, Custodial (Inside) |
| 408000 | Equipment, Food Service       |
| 409000 | Equipment, Grounds (Outside)  |
| 410000 | Equipment, Library            |
| 411000 | Equipment, Medical            |
| 412000 | Equipment, Miscellaneous      |
| 413000 | Equipment, Office             |
| 414000 | Equipment, Playground         |
| 415000 | Equipment, Shop               |
| 416000 | Furniture, Classroom          |
| 417000 | Furniture, Food Service       |
| 418000 | Furniture, Library            |
| 419000 | Furniture, Miscellaneous      |
| 420000 | Furniture, Office             |
| 421000 | Musical Instruments           |
| 500000 | Automobile                    |
| 501000 | Bus                           |
| 502000 | Truck                         |
| 503000 | Van                           |
| 504000 | Other Vehicle                 |

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## *REQUIRED DESCRIPTION CODES*

|        |                                       |
|--------|---------------------------------------|
| 400001 | Back up Storage                       |
| 400003 | Computer Workstation, Compaq          |
| 400004 | Computer Workstation, Dell            |
| 400005 | Computer Workstation, Hewlett Packard |
| 400006 | Computer Workstation, IBM             |
| 400009 | Computer Workstation, Packard Bell    |
| 400012 | Computer Workstation, Apple/MAC       |
| 400015 | Computer Workstation, Gateway         |
| 400017 | Computer Workstation, Clone           |
| 400019 | Computer Laptop, Compaq               |
| 400020 | Computer Laptop, Dell                 |
| 400021 | Computer Laptop, Hewlett Packard      |
| 400022 | Computer Laptop, IBM                  |
| 400023 | Computer Laptop, Apple/MAC            |
| 400024 | Computer Laptop, Gateway              |
| 400025 | Computer Laptop, Clone                |
| 400030 | Computer Terminal                     |
| 400055 | Computer Fileserver, Compaq           |
| 400056 | Computer Fileserver, Dell             |
| 400057 | Computer Fileserver, Hewlett Packard  |
| 400058 | Computer Fileserver, IBM              |
| 400059 | Computer Fileserver, Apple/MAC        |
| 400060 | Computer Fileserver, Gateway          |
| 400061 | Computer Fileserver, Clone            |
| 400062 | Plotter                               |
| 400064 | Printer, Braille                      |
| 400066 | Printer, Laser                        |
| 400067 | Printer, Color Laser                  |
| 400070 | Printer, Ink Jet                      |
| 400071 | Printer, Color Ink Jet                |
| 400072 | Printer, Line                         |
| 400075 | Scanner                               |
| 400078 | Software                              |
| 400092 | Hub                                   |
| 400093 | Switch                                |
| 400094 | Router                                |

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## **VIII. REPORTING CYCLE:**

The following reports are to be extracted from the property records on at least an annual basis:

### A. Capital Asset Summary by Category

This report lists the capital assets within each major asset category. The report can be run either monthly or annually. For the LEAs that have selected a control threshold of less than \$5,000, the report can include or exclude these assets as well, however, the capital assets whose original acquisition costs are less than the \$5,000 capitalization threshold should not be reported on the LEA's balance sheet.

### B. Capital Asset Additions

This report lists all asset additions to the property record by asset classification, as well as sensitive items occurring during the preceding month. This is an accounting document and provides an itemized audit trail.

### C. Capital Asset Retirements

This report lists all retirements from the property record due to abandonment, loss or sale for each asset classification, as well as sensitive items, during the month and provides an itemized audit trail.

### D. Detailed Listing of Capital Assets by Asset Class

This report lists all asset detail by asset classification as of a certain date.

### E. Detailed Listing of Capital Assets by Location

This report lists all asset detail by asset classification/sensitive items by location on an as needed basis (but not less than annually) for use in control and accountability by the principals and directors. This is an internal document used for purposes of asset control.

### F. Insurable Value Report

This report lists all assets by asset classification as well as sensitive items within location on an annual basis for use in obtaining appropriate insurance coverage and establishing proof of loss. Replacement cost new and insurable value is calculated by the software annually using indices.

# **CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL**

## **IX. TAGGING OF EQUIPMENT:**

All capital assets must be tagged including: those whose historical cost meets the capitalization level; donated items whose fair market value at the time of donation meets the capitalization level; and assets identified by an LEA as sensitive items.

Tags must have a human readable identification number and be pre-numbered. County boards may use tags with a scannable bar code in addition to the identification number.

Consistency of placement is a primary consideration in the tagging process. The placement of the tag should facilitate its usefulness during the annual inventory process without hindering the operation of the asset. Generally, property tags are placed in one of two locations, (1) near the serial number plate or (2) near the upper right-hand corner of the item which is fully visible without movement of the asset. The first location is easy to determine. The second location requires the judgment of the chief school business official.

# CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

## X. CONTROL OF ASSETS:

### A. Land and Buildings:

The chief school business official classifies all costs related to the building account by sub-classification for entry into the property record. Land and building retirements will be completed by the chief school business official. When a building is improved, the chief school business official will retire the appropriate portion of the building and add the cost of the improvement to the property record.

The chief school business official, or other authorized individual, is responsible for inputting information related to land, building, and construction-in-progress to the property record. This information must be added to the property record in sufficient time to meet the accounting period cutoff dates.

### B. Equipment:

LEAs need to establish their own procedures concerning how the equipment is to be acquired and identified for entry into the capital asset management system. Some of the issues that should be addressed in the procedures include:

#### 1. Requisition and Purchase

All requisitions for purchase of equipment should be processed in accordance with each entity's established purchasing procedures.

Procedures should be established to ensure that all items to be recorded in the capital asset management system are identified. The procedures should also ensure that, at the time the purchase order is issued, all costs related to the acquisition of the equipment, such as installation, warranty and freight charges, are included on the original purchase order. Cost of service agreements related to the asset should be presented on a separate purchase order. If software is purchased with computer hardware, the value of the software should be identified separately and coded as expensed unless over the capitalization threshold. The value of a trade-in should be clearly itemized on the purchase order.

#### 2. Receipt of Equipment

When the asset is received, the procedures need to specify how the equipment is to be receipted and entered into the capital asset management system. The information also needs to be conveyed to the accounts payable clerk for payment of the invoice.

Information that needs to be entered when the equipment is received includes: the date received; the purchase order number; the vendor; quantity; asset description; location; model number; serial number; and county tag number. A tag is to be affixed to each asset at the time of receipt. This can be done at the central board office, central warehouse, or other locations, such as the schools, if goods are delivered to these locations.

# **CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL**

The asset is recorded in the property record in accordance with the instructions detailed in the Fixed Asset Inventory System User's Guide as soon as practical after the item is received.

The same procedure should be followed whether receiving full or partial shipments. Special attention should be paid to monthly accounting cutoff dates. All asset additions received on the last day of an accounting month should be entered in the capital asset management system on that day.

### 3. Control of Property Tags

The procedures should specify the controls that are to be used to maintain control of the property tags.

### 4. Transfer and Retirement Advice

A form should be developed for use in reporting when a useable item is transferred to another location for continued use or when an item is retired from service, so that the information can be entered into the capital asset management system. A sample form is presented in Appendix C.

### 5. Report of Lost, Damaged or Stolen Property

If an item is retired due to loss, damage or theft, the chief school business official needs to be notified so that the incident can be reported to the insurance carrier and arrangements made for proof of loss and reimbursement if appropriate. A sample form is presented in Appendix C.

## **C. Vehicles:**

The transportation director is responsible for all transportation assets. All other vehicles are the responsibility of the individual(s) assigned by the LEA. The transportation director advises the chief school business official that equipment is received. The chief school business official ensures the Vehicle Identification Number and date of acquisition are input into the property record. A property tag is not affixed to transportation equipment. The annual inventory of transportation assets is completed by the transportation director through physical count and matched to the Vehicle Identification Number.

## **D. Property Under Capital Leases:**

The chief school business official calculates the original cost of the asset as the present value of the minimum monthly payments at a rate equal to the county's current incremental cost of borrowing and applies the appropriate cost. More specific instructions on capital leases are included in the *Accounting Procedures Manual*. The asset must then added to the property record in sufficient time to meet the accounting period cutoff dates.

# **CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL**

## **XI. ANNUAL PHYSICAL INVENTORY:**

To assure the accuracy of the capital asset management system, a physical inventory should be performed annually of all land, buildings, equipment and vehicles recorded in the capital asset management system. The inventory may be performed by LEA personnel or by an outside company.

If it is performed by LEA personnel, a work plan should be developed to serve as a guide for the inventory taking process. A training session may need to be held to instruct personnel in inventory procedures.

A reconciliation between the physical count and the capital asset records should also be completed. A listing should be printed of all discrepancies noted between the inventory records and the actual inventory by location or administrative unit. All discrepancies should be resolved within thirty days. This process is known as the location accounting.

The chief school business official is responsible for coordinating this activity and reconciling the asset records during the location accounting by (1) correcting the file for the assets located during the location accounting, (2) recording the assets that are identified during the physical inventory that are not listed in the inventory system, and (3) retiring the assets which cannot be located following the location accounting.

Assets which are still missing at the end of the thirty days should be reported to the superintendent and chief school business official for appropriate action.

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

**XII. RECOMMENDED STANDARD USEFUL LIFE TABLE:** The following table lists the recommended useful life of various capital assets owned or leased by West Virginia school districts. The table is provided as a guide in determining the anticipated useful life of a capital asset at the time of acquisition, however, the useful life of a particular asset may vary depending on that asset's intended use, its condition at the time of acquisition, policies and practices of a school district relating to the frequency in which assets are replaced, and a variety of other variables that may affect an asset's utility. In determining a particular asset's useful life, capital asset managers must take all of these factors into consideration at the time a capital asset is entered into the Capital Asset Management System.

| Asset Class                 | Examples  | Estimated Useful Life In Years |
|-----------------------------|---|--------------------------------|
| Land                        |   | N/A                            |
| Site Improvements           | Athletic facilities, driveways, parking lots, retaining walls, sidewalks, fencing, outdoor lighting | 20                             |
| Long-Term Site Improvements | Football stadiums, concession stands  | 35                             |
| School Buildings            |   | 50                             |
| Portable Classrooms         |   | 25                             |
| HVAC                        |   | 20                             |
| Roofing                     |   | 20                             |
| Interior Construction       |   | 25                             |
| Carpet                      |   | 7                              |
| Electrical/Plumbing         |   | 30                             |
| Sprinkler/Fire System       | Fire suppression systems  | 25                             |
| Outdoor Equipment           | Playground equipment, radio towers, fuel tanks, fuel pumps  | 20                             |
| Machinery and Tools         | Shop and maintenance equipment, tools   | 15                             |
| Kitchen Equipment           | Appliances  | 12                             |
| Custodial Equipment         | Floor scrubbers, vacuums, other   | 15                             |
| Science and Engineering     | Lab equipment, scientific apparatus   | 10                             |
| Furniture and Accessories   | Classroom and office furniture  | 20                             |
| Business Machines           | Fax, duplicating and printing equipment   | 5                              |
| Copiers                     |   | 2                              |
| Communication Equipment     | Mobile, portable radios, non-computerized   | 3                              |
| Computer Hardware           | Personal computers, printers, network hardware  | 5                              |
| Computer Software           | Instructional, other short-term   | 5 to 10                        |
| Computer Software           | Administrative or long-term   | 10 to 20                       |
| Audio Visual Equipment      | Projectors, cameras, (still and digital)  | 10                             |
| Athletic Equipment          | Gymnastics, football, weight machines, wrestling mats   | 10                             |
| Musical Instruments         | Pianos, string, brass, reed, percussion   | 10                             |
| Library Books               | Collections   | 5 to 7                         |
| School Buses                |   | 12                             |
| Other Licensed Vehicles     | Maintenance, administrative, driver education   | 8                              |
| Construction Equipment      | Major off-road vehicles, front-end loaders, large tractors, mobile compressors                      | 10                             |
| Grounds Equipment           | Mowers, tractors, attachments   | 10                             |



**CAPITAL ASSET MANAGEMENT SYSTEM  
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**APPENDIX A**  
**DEFINITIONS**

# CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

## DEFINITIONS

**Accumulated Depreciation** – The total depreciation expense accumulated since the acquisition date of the capital asset through the current fiscal year.

**Amortization** - The systemic allocation of the cost of an intangible asset over its intended useful life.

**Ancillary Costs** – Costs, in addition to the purchase or construction costs, related to placing a capital asset into its intended state of operation. Normally, ancillary costs are to be included in the capitalized cost of an capital asset, however, minor ancillary costs, not measurable at the time a capital asset is recorded in the LEA's capital assets management system, may be expensed.

**Asset Classification** – The systematic arrangement of assets into categories. These categories include: land and land improvements; buildings and building improvements; equipment; and vehicles.

**Asset Inventory System** – A system providing control of and accountability for the LEA's inventorial long-term assets; ensuring all recorded assets are classified properly, accurately, and systematically; enabling the agency to monitor the physical condition of those assets; providing information necessary for the State's CAFR; and providing a documented audit trail of transactions.

**Book Value** – The cost of the capital asset less the accumulated depreciation recorded to date.

**Buildings** – A capital asset reflecting the acquisition costs of a permanent structure, excluding land; any roofed structure used for permanent or temporary shelter of persons, animals, vegetation, or equipment. Not included are furniture, fixtures, or other equipment that are not an integral part of the structure.

**Building Improvement** – Improvements include not only structures, but also associated items, such as loading docks, heating and air-conditioning systems, and all other property permanently attached to, **or an integral part of, the structure.**

**Capital Leases** – A lease with contractual terms transferring substantially all benefits and risks inherent in ownership of the property to the State. One or more of the four following criteria must be met, to qualify as a capital lease:

1. By the end of the lease term ownership of the leased property is transferred to the State; or
2. The lease contains a bargain purchase option; or
3. The lease term is equal to 75 percent or more of the estimated useful life of the leased property; or
4. The present value of the minimum lease payments (at the inception of the lease), excluding executory costs (usually insurance, maintenance, and taxes, including any profit thereon), is ninety percent (90%) or more of the fair market value of the leased property.

Items that qualify as a capital lease must be capitalized and depreciated.

**Capitalize** – To record as a long-term asset. The recorded amount is the cost to acquire the asset plus all costs necessary to get the asset ready for its intended use (known as ancillary costs).

**Capitalization Level** - The level at which capital assets are reported for financial statement purposes. All financial statements, including reports submitted to the West Virginia Department of Education, must use a capitalization level of \$5,000 for all assets other than buildings and \$100,000 for buildings, or a lower threshold (see p. 3).

**Construction in Progress** - Construction in Progress reflects the economic construction activity status of buildings and other structures, additions, alterations, reconstruction, installation, and maintenance and repairs which are substantially incomplete. Depreciation is not applicable while assets are accounted for as Construction in Progress.

# **CAPITAL ASSET MANAGEMENT SYSTEM**

## **PROCEDURES MANUAL**

**Control Level** - The level at which capital assets are entered into the capital asset inventory system. Each county board, RESA and MCVV may select a control level that is **less** than the capitalization level of \$5,000.

**Capital Assets** - Assets whose installed cost is greater than the capitalization level and whose useful life exceeds one year.

**Cost** - The expenditure made to acquire a long-term asset.

**Depletable Resources** – Resources associated with land such as timber, minerals, oil, etc.

**Depreciation** – The systematic allocation of the cost of a capital asset over its intended useful life.

**Depreciation Expense** – The amount of depreciation allocated for the current fiscal year.

**Depreciation Method** - For the purposes of implementing GASB 34, depreciation will be calculated using the straight-line depreciation method. Straight-line assumes that the asset will depreciate at the same rate each year of its useful life.

**Disposals** – Long-term assets that are no longer used by the agency. These assets should be removed from the agency's asset management system.

**Documentation** – Data such as invoices, deeds, contracts, memos, minutes, chapter laws, budgets, receiving reports, competitive bids, approved purchase orders/requisitions, etc. supporting the entries made in an agency's asset management system.

**Equipment** – A durable capital asset, complete in itself, other than land or building and readily identifiable as not being a component of the building in which it normally resides such as office furniture, office equipment, vehicles, construction equipment, etc.

**Fair Market Value** – The price actually given in current market dealings or the price a buyer would be willing to pay a willing seller to exchange property.

**Fixtures** - Attachments to a building that are not intended to be removed without damage to the building. An example is a lab table with a sink that is affixed to the floor. Cabinets affixed to the wall are also an example of a fixture.

**Historical (Original) Cost** - The actual full cost to place the asset in service to include equipment freight and installation charges and building hard and soft costs as described in detail in Section IV. Generally Accepted Accounting Principles (GAAP) requires assets to be recorded at actual or estimated historical cost.

**Improvement** - An addition made to, or change made in, a building, other than maintenance, to prolong its life or to increase its efficiency. Examples of improvements are listed in Section V.

**Land** – Land with the title owned by the LEA.

**Land Improvements** – Capital assets, not specifically identifiable to an individual building, reflecting the cost of permanent improvements adding value to the land. Improvements that produce permanent benefits – for example fill and grading costs that ready the land for the erection of structures and landscaping are not depreciable. Alternatively, improvements that are considered part of the structure or that deteriorate with use or the passage of time, such as parking lots and fencing, should be considered depreciable. Examples of land improvements are listed in Section V.

# **CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL**

**Land Rights** - The restraint or restriction placed on the use of land, whether stated in the form of a restriction, easement, covenant or condition, in any deed, will or other instrument executed by or on behalf of the owner of the land.

**Long-term Assets** - Long-term assets used in the operations of the LEA to produce goods or services.

**Net Present Value** – The amount that must be invested now to produce a known future value. The present value is always smaller than the known future amount because interest will be earned and accumulated on the present value to the future date.

**Real Property** – The name used when referring to the following categories in the aggregate: Land, Land Improvements, Buildings, and Building Improvements.

**Repairs** – Expenditures made to maintain long-term assets in operating condition. Repairs are recorded as expenditures in the accounting period in which they are incurred.

**Replacement Cost** - The amount of cash that would be required as of a certain date to replace an asset with one of equal utility at current labor and material rates. This term is most often used with insurance.

**Salvage Value** – The estimated value of an asset at the end of its useful life. For financial reporting purposes, all assets are considered to have a zero salvage value.

**Sensitive Items** - Those items of equipment whose cost is generally less than the LEA's control level but which are identified within the capital asset management system for purposes of tracking.

**Supply** - An item should be classified as a supply item if it does not meet all of the criteria established for an equipment item.

**Useful Life** – The period of time during which an asset is physically performing its function.

**CAPITAL ASSET MANAGEMENT SYSTEM  
PROCEDURES MANUAL**

**APPENDIX B**

**OPTIONAL DESCRIPTION CODES**

# CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

## OPTIONAL DESCRIPTION CODES

| CODE   | DESCRIPTION                             |
|--------|---|
| 100000 | Land                                    |
| 150001 | Land Improvement, Landscape             |
| 150002 | Land Improvement, Paving                |
| 150003 | Land Improvement, Gravel/Grading        |
| 150005 | Land Improvement, Concrete              |
| 200001 | Building, Original Construction         |
| 210001 | Building Construction, Additions        |
| 210002 | Building Construction, Roofing          |
| 210006 | Building Construction, Stairwells       |
| 210007 | Building Construction, Elevators        |
| 220001 | Building Improvement, Windows           |
| 220002 | Building Improvement, Mechanical        |
| 220003 | Building Improvement, Carpet            |
| 220004 | Curtains, Stage                         |
| 220005 | Building Improvement, Blinds            |
| 220007 | Building Improvement, Television System |
| 220008 | Building Improvement, Dividers          |
| 220009 | Building Improvement, Hall Gate         |
| 220015 | Alarm System                            |
| 220020 | Bleachers                               |
| 401001 | Copier, Plain Paper                     |
| 401005 | Risograph                               |
| 402001 | Balance Beam                            |
| 402005 | Trampoline                              |
| 402010 | Mat, Gymnastic                          |
| 402020 | Mat, Wrestling                          |
| 402030 | Scoreboard                              |
| 402040 | Weight Bench                            |
| 402050 | Weight Machine                          |
| 402053 | Leg Curl Machine                        |
| 402060 | Weight Machine, Squat                   |
| 402070 | Weight Set                              |
| 402075 | Popcorn Machine                         |
| 402076 | Stop Light                              |
| 402080 | Whirlpool Bath                          |
| 403001 | Camera, 35mm                            |
| 403002 | Camera, Digital                         |
| 403005 | Camera, Video                           |
| 403006 | Enlarger                                |
| 403007 | Safelight                               |
| 403010 | Sound Level meter                       |
| 403014 | Cassette Player, Audio                  |
| 403015 | Compact Disc Player                     |
| 403020 | Laser Disc Player                       |
| 403025 | PA, Amplifier                           |
| 403030 | PA, Portable                            |
| 403035 | Projector, Film                         |
| 403040 | Projector, 35mm Slide                   |

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                                  |
|--------|----------------------------------|
| 403045 | Projector, Opaque                |
| 403050 | Projector, Overhead              |
| 403055 | Satellite System                 |
| 403060 | Speakers, Stereo                 |
| 403066 | Microphone                       |
| 403069 | Video Editing Processor          |
| 403070 | Television                       |
| 403071 | Television w/built-in VCR        |
| 403072 | Mixer, Digital                   |
| 403073 | Mixer, Audio                     |
| 403075 | Digitizer                        |
| 403080 | Video Cassette Recorder (VCR)    |
| 403086 | Video Processor                  |
| 403087 | LCD Panel                        |
| 403090 | Meter, Digital Multi             |
| 404025 | Locker                           |
| 404030 | Clock, Time                      |
| 405001 | Microfiche Reader and/or Printer |
| 405002 | Spectroscope                     |
| 405003 | Celestial Globe                  |
| 405004 | Magnetizer                       |
| 405005 | Lab Oven                         |
| 405008 | Microscope                       |
| 405012 | Video Microscope                 |
| 405014 | Spectrum Opt Elec                |
| 405016 | Oscillator                       |
| 405017 | Dewar Flask                      |
| 405018 | Life Pak Defibulator             |
| 405019 | Defibulator Simulator            |
| 405020 | Oscilloscope                     |
| 405021 | Rain Box                         |
| 405022 | Incubator                        |
| 405023 | Autoclave                        |
| 405024 | PH Meter                         |
| 405025 | Centrifuge                       |
| 405027 | Laser                            |
| 405028 | Frequency Generator              |
| 405029 | Strobe Scope                     |
| 405030 | Dryer, Laundry Domestic          |
| 405040 | Range, Kitchen Domestic          |
| 405050 | Washer, Laundry Domestic         |
| 405051 | Washer/Dryer Combination         |
| 405055 | Dry-cleaning Machine             |
| 405056 | Mixer, Heavy Duty, Home Ec       |
| 405061 | Goggle Sanitizer                 |
| 405062 | Mat Cutter/Edger                 |
| 405065 | Skeleton                         |
| 405066 | Anatomical Model                 |
| 405067 | Sterilizer                       |
| 405068 | Vandegraph Generator             |
| 405069 | Rotometer                        |
| 405070 | Heat Mantiles                    |
| 405071 | Pressure Gauge                   |

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                         |
|--------|-------------------------|
| 405072 | Strip Chart Recorder    |
| 405073 | Watt Meter              |
| 405074 | Spectrophoto Meter      |
| 405080 | Pendulum, Foucoult      |
| 405081 | Fly Meter               |
| 405083 | Water Bath              |
| 406005 | Bus Radio               |
| 406020 | Marker Board            |
| 406025 | Cell Phone              |
| 406030 | Pager                   |
| 406035 | Walkie/Talkie           |
| 407001 | Cart, Custodial         |
| 407002 | Dolly                   |
| 407005 | Floor Machine, Buffer   |
| 407006 | Floor Machine, Scrubber |
| 407007 | Floor Machine, Carpet   |
| 407010 | Vacuum Cleaner          |
| 407011 | Vacuum Backpack         |
| 407015 | Vacuum, Shop            |
| 407020 | Vacuum, Wet or Dry      |
| 408001 | Beverage Dispenser      |
| 408002 | Cart, Food Service      |
| 408003 | Cart, Tray              |
| 408004 | Cart, Garbage           |
| 408005 | Can Opener              |
| 408006 | Cash Register           |
| 408007 | Steam Table             |
| 408010 | Chopper, Food           |
| 408011 | Blender                 |
| 408015 | Dishwasher              |
| 408018 | Disposal                |
| 408021 | Dough Divider           |
| 408024 | Freezer                 |
| 408027 | Freezer, Walk-in        |
| 408030 | Fryer, Deep-fat         |
| 408031 | Cooking Range, Gas      |
| 408032 | Cooking Range, Electric |
| 408033 | Hot Plate               |
| 408035 | Machine, Ice            |
| 408036 | Coffee Maker            |
| 408037 | Juicer                  |
| 408039 | Machine, Ice Cream      |
| 408042 | Machine, Popcorn        |
| 408045 | Milk Cooler             |
| 408048 | Mixer, Food             |
| 408051 | Oven, Conventional      |
| 408054 | Oven, Convection        |
| 408057 | Oven, Microwave         |
| 408058 | Oven, Toaster           |
| 408059 | Toaster                 |
| 408060 | Rack, Food Storage      |
| 408061 | Rack, Tray              |
| 408062 | Rack, Pan               |



## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                            |
|--------|----------------------------|
| 408063 | Refrigerator, Regular      |
| 408066 | Refrigerator, Small        |
| 408069 | Refrigerator, Walk-in      |
| 408072 | Scales                     |
| 408073 | Sharpener                  |
| 408075 | Slicer                     |
| 408078 | Steam Kettle               |
| 408081 | Steamer                    |
| 408083 | Vertical Cutter            |
| 408086 | Warmer                     |
| 408087 | Booster, Hot Water Heater  |
| 408093 | Sink                       |
| 408094 | Sink, Handwash             |
| 408095 | Tilt Skillet               |
| 409050 | Snake, Power               |
| 409055 | Tap & Die Set              |
| 409060 | Washer, Power              |
| 409065 | Wrench, Pneumatic          |
| 409070 | Blower, Leaf               |
| 409073 | Edger/Trimmer, Gas Powered |
| 409076 | Hedge Trimmer, Gas Powered |
| 409079 | Mower, Lawn                |
| 409081 | Sprayer                    |
| 409084 | Tractor Attachment, Farm   |
| 409087 | Tractor Attachment, Mower  |
| 409090 | Tractor, Lawn Mower Type   |
| 409096 | Trailer Equipment          |
| 411001 | Recovery Couch             |
| 411002 | Recovery Cot               |
| 411003 | Phone Stand                |
| 411004 | Lifter                     |
| 411005 | Scales, Clinic             |
| 411007 | Grasshopper                |
| 411008 | Vestibulator               |
| 411009 | Vestibulator Swing         |
| 411010 | Wheelchair                 |
| 411011 | CPR Dummy                  |
| 411012 | AD Trainer                 |
| 411015 | Ear Scan                   |
| 411016 | Suction Machine            |
| 411017 | Thermoscan                 |
| 411018 | Side Board                 |
| 411019 | Belly Board                |
| 411020 | Adaptability Exerciser     |
| 411021 | Wedge                      |
| 411022 | Tumble Form                |
| 411023 | Audiometer                 |
| 411024 | Oxygen Pac                 |
| 411025 | Titmus Vision Tester       |
| 412001 | Bar Code Reader (POT)      |
| 412020 | Laminator                  |
| 412059 | Braille                    |
| 412060 | Oil Drain                  |

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                                 |
|--------|---------------------------------|
| 412075 | Popcorn Machine                 |
| 412098 | Fan                             |
| 412099 | Heater, Portable                |
| 413001 | Machine, Binding                |
| 413002 | Burster                         |
| 413003 | Folder                          |
| 413004 | Check Signer                    |
| 413005 | Sign Maker                      |
| 413006 | Label Maker                     |
| 413007 | Poster Maker                    |
| 413008 | Collator                        |
| 413009 | De collator                     |
| 413010 | Machine, Dictating/Transcribing |
| 413012 | Ellison Letter Machine          |
| 413015 | Shredder                        |
| 413020 | Machine, FAX                    |
| 413021 | Telephone, cordless             |
| 413022 | Stapler, Power                  |
| 413025 | Switchboard                     |
| 413026 | Answering Machine               |
| 413030 | Paper Shredder                  |
| 413031 | Hole Punch, Electric            |
| 413040 | Postage Meter                   |
| 413045 | Calculator                      |
| 413046 | Cash Register                   |
| 413050 | Postage Scale                   |
| 413051 | Scales, Weight (Clinical)       |
| 413060 | Word Processor                  |
| 414001 | Jungle Gym Climber              |
| 414005 | Adaptive Playground Equipment   |
| 414010 | Merry-go-round                  |
| 414020 | Slide                           |
| 414030 | Swing Set                       |
| 414040 | Teeter Totter                   |
| 415001 | Kiln                            |
| 415005 | Potter's Wheel                  |
| 415006 | Sander, Belt Disk               |
| 415007 | Strip Heater                    |
| 415008 | Dust Collector                  |
| 415009 | Cutter, Biscuit                 |
| 415010 | Drill Press                     |
| 415011 | Injection Molder                |
| 415012 | Hydraulic Engine Hoist          |
| 415013 | Jack, Hydraulic                 |
| 415015 | Joiner                          |
| 415016 | Toolbox                         |
| 415020 | Lathe, Metal                    |
| 415025 | Lathe, Wood                     |
| 415026 | Miter Box                       |
| 415030 | Planer                          |
| 415031 | Radius Bender                   |
| 415032 | Sand Blaster                    |

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                            |
|--------|----------------------------|
| 415033 | Hydraulic Press            |
| 415034 | Grinder, Pedestal          |
| 415035 | Saw, Bank                  |
| 415038 | Metric Raceway             |
| 415039 | Sharpener, Chain Saw       |
| 415040 | Saw, chain                 |
| 415041 | Saw, Jig                   |
| 415043 | Saw, Circular              |
| 415045 | Saw, Radial Arm            |
| 415046 | Saw, Miter                 |
| 415047 | Saw, Reciprocating         |
| 415048 | Saw, Compound Miter Slide  |
| 415049 | Saw, Sabre                 |
| 415050 | Saw, Scroll                |
| 415055 | Saw, Table                 |
| 415056 | Shop Oven, Small           |
| 415059 | Welder, Box                |
| 415060 | Welder, Arc                |
| 415062 | Crucible                   |
| 415063 | Forge Furnace              |
| 415064 | Sheet Metal Shear          |
| 415065 | Welder, Mig                |
| 415066 | Welding Torch Set          |
| 415069 | Router Table               |
| 415070 | Welder, Tig                |
| 415071 | Plasma Cutter              |
| 415072 | Robot Arm                  |
| 415073 | Fertilizer Dispenser       |
| 415074 | Router                     |
| 415075 | Drills, Electric Hand Held |
| 415076 | Grinder, L, Head           |
| 415077 | Hydraulic Trainer          |
| 415078 | Level                      |
| 415079 | Sander, Hand               |
| 415080 | Planer Grinding Attachment |
| 415085 | Water Pump                 |
| 415086 | Generator, Motor           |
| 416005 | Applied Mechanisms Trainer |
| 416008 | Air Table                  |
| 416009 | Battery Tester/Charger     |
| 416010 | Scale, Precision Balance   |
| 416011 | Power Supply               |
| 416012 | Voltage Meter              |
| 416013 | Solvent Tank               |
| 416020 | Sewing Machine             |
| 416025 | Bookcase                   |
| 416028 | Tray                       |
| 416029 | Cart                       |
| 416030 | Carrel, Study              |
| 416035 | Artwork                    |
| 416040 | Display Case               |
| 416045 | Riser, Choral Standing     |

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                                |
|--------|--------------------------------|
| 416050 | Riser, Instrumental Seated     |
| 416055 | Table Home Economics           |
| 417001 | Table Cafeteria                |
| 417002 | Table, Technical Ed            |
| 417003 | Baker's Table                  |
| 417004 | Table Workstation, Computer    |
| 418010 | Table, Library                 |
| 419004 | Table or Workstation, Computer |
| 419010 | Map                            |
| 419020 | Safe                           |
| 419025 | Coat Rack                      |
| 419029 | Bookcase                       |
| 419030 | Cabinet, Storage               |
| 419031 | Cabinet, Fireproof File        |
| 420001 | Table, Office                  |
| 420020 | Couch                          |
| 420080 | Chair Executive                |
| 420081 | Chair, Stenographer            |
| 420090 | Desk                           |
| 421001 | Bassoon                        |
| 421003 | Cello                          |
| 421004 | Bells Orchestra and Stand      |
| 421005 | Bells Marching                 |
| 421006 | Cello, Bass                    |
| 421007 | Chimes                         |
| 421008 | Congo                          |
| 421009 | Clarinet, Alto                 |
| 421010 | Clarinet, E-Flat               |
| 421012 | Clarinet, Bass                 |
| 421013 | Drum Set                       |
| 421014 | Drum, Bongo                    |
| 421015 | Drum, Bass Concert             |
| 421016 | Drum, Snare                    |
| 421018 | Drum, Bass Marching            |
| 421019 | Drum, Quad                     |
| 421021 | Drum, Tympani                  |
| 421024 | Flute                          |
| 421027 | Glockenspiel                   |
| 421028 | Gong                           |
| 421030 | Guitar, Electric               |
| 421031 | Guitar, Acoustic               |
| 421032 | Cymbal                         |
| 421033 | Harp                           |
| 421036 | Horn, Alto                     |
| 421039 | Horn, Baritone                 |
| 421042 | Horn, English                  |
| 421045 | Horn, Flugel                   |
| 421048 | Horn, French                   |
| 421050 | Keyboard                       |
| 421052 | Melophone, Marching            |
| 421053 | Marimba                        |
| 421054 | Oboe                           |
| 421057 | Organ                          |

## CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

|        |                       |
|--------|-----------------------|
| 421060 | Piano                 |
| 421061 | Clavinova             |
| 421063 | Piccolo               |
| 421066 | Sax, Alto             |
| 421069 | Sax, Baritone         |
| 421072 | Sax, Soprano          |
| 421075 | Sax, Tenor            |
| 421078 | Sousaphone            |
| 421081 | Trombone, Bass        |
| 421084 | Trombone, Tenor       |
| 421087 | Trumpet               |
| 421089 | Tuner                 |
| 421090 | Tuba                  |
| 421093 | Viola                 |
| 421096 | Violin                |
| 421099 | Xylophone             |
| 480001 | Cement Mixer          |
| 490005 | Charger Battery       |
| 490010 | Compressor, Air       |
| 490011 | Vacuum Pump           |
| 490015 | Forklift              |
| 490020 | Generator             |
| 490030 | Jack, Pallet          |
| 490040 | Jack, Floor Hydraulic |
| 490045 | Ladder                |
| 490048 | Fan, Commercial       |
| 500001 | Automobile, Compact   |
| 500005 | Automobile, Mid-Size  |
| 500010 | Automobile, Full-Size |
| 501001 | Bus, Small            |
| 502001 | Truck                 |
| 503001 | Van, Regular          |
| 503005 | Van, Extended         |
| 504001 | Other Vehicle         |

**CAPITAL ASSET MANAGEMENT SYSTEM  
PROCEDURES MANUAL**

**APPENDIX C**

**SAMPLE FORMS**

**CAPITAL ASSET MANAGEMENT SYSTEM  
PROCEDURES MANUAL**

**DELEGATION OF RESPONSIBILITY FORM**

Local Education Agency \_\_\_\_\_

School/Location/Department \_\_\_\_\_

The following person is responsible for the property inventory for the school/location/department named above and is responsible for all inventory items during the \_\_\_\_\_ school year:

Name \_\_\_\_\_ Title: \_\_\_\_\_

Accepted:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Two part form routed to: Chief School Business Official (Original)  
Signor

**CAPITAL ASSET MANAGEMENT SYSTEM  
PROCEDURES MANUAL**

**TRANSFER AND RETIREMENT ADVICE FORM**

County Board of Education \_\_\_\_\_

**TO BE COMPLETED BY ORIGINATOR**

|   |                  |
|---|------------------|
| Mark one:                               |                  |
| Transfer to _____                       | Retire _____     |
| Property Tag Number _____               | Serial No. _____ |
| Item Description _____                  |                  |
| Current location _____                  |                  |
| Reason for transfer or retirement _____ |                  |
|   |                  |
| _____<br>Originator's Signature         | _____<br>Date    |

**TO BE COMPLETED BY CHIEF SCHOOL BUSINESS OFFICIAL**

|  |               |
|--|---------------|
| Date asset received from location _____                      |               |
| Method received: District pick-up _____ Vendor pick-up _____ |               |
| Transferred to _____   |               |
| Date transferred or disposed _____                           |               |
| Date entered into property record _____                      |               |
| Comments _____   |               |
|  |               |
| _____<br>Capital Asset Manager's Signature                   | _____<br>Date |



# CAPITAL ASSET MANAGEMENT SYSTEM PROCEDURES MANUAL

## REPORT OF LOST, DAMAGED OR STOLEN PROPERTY

(Report on Arson, Burglary, Vandalism, Theft, Unexplained Loss, and Failure to Return)

School/Department \_\_\_\_\_

Date loss discovered \_\_\_\_\_

Who discovered the loss \_\_\_\_\_

Reported to the Police: Yes \_\_\_\_\_ No \_\_\_\_\_

Police Department \_\_\_\_\_

Date of Report \_\_\_\_\_ Police Complaint No \_\_\_\_\_

Briefly explain circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Quantity | Asset Description | Serial No. | Tag Number |
|----------|-------------------|------------|------------|
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |
|          |                   |            |            |

\_\_\_\_\_

Signature

\_\_\_\_\_

Date