

**St. Lucie Public Schools
CAPITAL ASSET ACTIVITY FORM**

- TRANSFER OLD LOCATION OR SITE _____
- MISSING NEW LOCATION OR SITE _____
- CHANGE LOCATION PRINT NEW CUSTODIAN NAME _____
- DISPOSAL REASON FOR DISPOSAL: OBSOLETE NON-REPAIRABLE

SCHOOLDUDE WORK ORDER# _____ REPAIR NOT COST EFFECTIVE TRADE-IN
(WORKORDER # REQUIRED FOR THE PICKUP OF PROPERTY FOR DISPOSAL)

TAG/ASSET NUMBER	DESCRIPTION	SERIAL NUMBER	MODEL #

*****ATTACH ADDITIONAL SHEETS AS NECESSARY*****

INITIATING SCHOOL/DEPARTMENT			
_____ Printed Property Custodian Name			
_____ * PROPERTY CUSTODIAN SIGNATURE		_____ PRINCIPAL/DEPT. DIRECTOR SIGNATURE	
DATE		DATE	
*As Property Custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the Property Control Specialist during annual audit of capital assets.			

The section below only applies when property is transferred from one school/department to another school/department. The receiving school or department must sign for the transferred property.

RECEIVING SCHOOL/DEPARTMENT		
_____ Printed Property Custodian Name	_____ *Property Custodian Signature	_____ Date
*As custodian, I understand that I am responsible for keeping track of the property under my custodianship and for locating and showing all property to the Property Control Specialist during annual audit of capital assets.		
THE SECTION BELOW TO BE COMPLETED BY PROPERTY CONTROL SPECIALIST		
ASSET RECORD UPDATED _____ DATE	BOARD APPROVAL _____ (FOR DISPOSALS ONLY) DATE	

GENERAL INSTRUCTIONS

Purpose of Form:

All District sites are required to complete and return the capital asset activity form to the Property Control Specialist when they acquire a new capitalized asset or there is a change to their existing capitalized asset.

Definitions:

Property Control Specialist – Person responsible for maintaining property records for the District.

Property - All tangible personal property of a non-consumable nature.

Capitalized Asset - Property with a value of \$1,000 or greater.

Transfer – To move property from one site to another site. Transfers also include transfers to warehouse of property that is in working condition but is no longer of use to the initiating school or site.

Property Custodian – Person responsible for keeping track of the property located on their site and showing all property to the Property Control Specialist during fiscal year audit of capital assets.

Old Location – Identifies the site, room, building number of where the property was located and person (if property was assigned to an individual).

New Location – Identifies the site, room, building number of where the property is now located and person (if property is assigned to an individual).

Disposal – Transferring of property to the Warehouse that has been damaged, broken, obsolete and no longer of use to the District.

Reason for Disposal – Identifies the status of property for disposal (obsolete, non-repairable, repair not cost effective, and trade in.)

Obsolete – Identifies property that is no longer in use or superseded by something newer and parts are no longer available.

Non-Repairable – Identifies property that is broken or damaged and is not able to be restored to good condition.

Repair not cost-effective – Identifies property that is not economically worthwhile in terms of what is achieved for the amount of money spent.

Trade-In – Identifies used property that serves as part payment for new property.

Schooldude Work order number – Identifies work order number for the pickup of property for disposal.

This form replaces form PRR005