

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 21, 2016

To: School Principals, Child Development Center Administrators, and
Division and Department Heads

Subject: Physical Inventory of District-Owned Property

**Department and/or
Persons Concerned:** School Principals, Child Development Center Administrators, and
Division and Department Heads

Reference: None

Brief Explanation:

On December 8, 2015, the Board of Education approved a contract with Asset Inventories to provide physical inventories services in compliance with Education Code, Federal regulations and District administrative policies. The scope of the work will include room-to-room fixed asset inventory of all district-owned equipment at every district site and program/administrative area. The District is in the early stages of the implementation process and plans to execute the inventory between January to April 2016.

It is our goal to have minimal classroom disruption. We will be coordinating with the custodial services team and the provider to evaluate each school site/facility and determine the best date and timing of the onsite inventory. In order for Asset Inventories and the District staff to accomplish this work efficiently and effectively, it will be necessary for each site administrator to coordinate with the visiting team by answering questions, identifying accessibility, and providing timely access to all areas.

Below are a few operational considerations for the inventory process:

- Provider will check in at the main office of a school site or program/administrative area
- Provider will receive assistance in acquiring a method of access to all rooms and areas at each site/area from the school principal, program administrator or division/department head
- A site map or plan will be provided by the Facilities team
- Provider will perform a room-to-room inventory. At school sites, the primary focus will be on common areas such as office areas, kitchens, multi-purpose room, etc., and then the provider will proceed to the instructional areas

- To prevent personal property from being included in this physical inventory, please label any personal property valued at \$500 or more or have staff take home the day of the inventory
- Any district-owned equipment not currently on-site must be returned to the school site or program/administrative area and made available for this inventory (laptops, laser printers, LCD projectors, etc.)
- Any district-owned equipment stored in locked cabinets must be made accessible during the inventory (i21 carts in wheels/computers, microscopes, digital cameras, etc., if valued at \$500 or more)

Please note that we will keep you apprised of developments during the inventory process. If you have any questions please contact Rose Gustafson, Materiel Control Manager and designated district liaison, at (858) 522-5850.

Thank you for your assistance and cooperation with this process!

Rose Gustafson
Materiel Control Manager

APPROVED:



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Distribution: A, C, D, E, and F