

Sale, Theft or Damage of Fixed Assets

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I. Purpose

This policy provides a procedure for the sale of computers or other fixed assets to individuals. This policy also defines the procedure for recouping loss after the theft or damage of fixed assets.

II. Sale of computers or other fixed assets

- A. An employee may, at the school's discretion, purchase the computer the individual was assigned to use as part of their job duties when they leave the school's employ.
- B. If the item was purchased using federal grant, state income, or other public money, authorization from the source institution must be obtained prior to the sale.
- C. Assigning a sale price
 1. The price will likely be higher than market value; the school does not necessarily want to sell the item, but may offer it as a convenience for individuals who may not want to clear the computer's hard drive of their files.
 2. The item's depreciated value, as determined by the school's Fixed Assets Policy and tracked by School Business Solutions or in the school's inventory records, will be checked. The price will be at or above this depreciated value, unless the item has excessive wear.
 3. The school director will approve the final sale price and sign the Fixed Asset Sale Record form (see attached).
- D. Inform finance department and business service organization of the transaction, and prepare required documents. Complete a Fixed Asset Sale Record form to file with the supporting documentation.

III. Stolen or damaged fixed assets

- A. The school takes its responsibility of the safekeeping of its fixed assets seriously and takes all precautions to guard them from loss or harm.
- B. In the case of damage by an individual or theft from the person the item was issued to, the individual shall be invoiced for the cost of the insurance deductible on the item or the cost of repair or replacement.

Note: School Business Solutions, the current business services provider, devalues at this rate for electronics, which are on a 5-year schedule of depreciation: An item is devalued 10% of original price the first year (counted as a half-year), 20% of original price each of the next 4 years, and 10% of the original price the last year (counted as a half-year).

FIXED ASSET SALE RECORD

Item: _____

Inventory number: _____

Date of original purchase: _____

Original purchase price, or value, if donated: \$ _____

Was item purchased with public money (state aid, federal grant, other)? _____
If yes, attach copy of letter from source institution granting permission for sale.

Devalued price: \$ _____

Sale price: \$ _____

Purchaser: _____

Approval of sale

Signature of school director

Date