

# **JORDAN SCHOOL DISTRICT FIXED ASSET GUIDELINES**

If you have any questions, please contact Fixed Assets at (801) 567-8717 or (801) 567-8719.

## **I. PURPOSE OF THE FIXED ASSET PROGRAM**

- a. To comply with State requirements.
- b. To monitor and safeguard District assets.
- c. To have updated records of all assets in case of any adversity or catastrophic event.

## **II. DEFINITION OF AN ASSET**

- a. It retains its original shape and appearance with use.
- b. It has a life expectancy of over one year.
- c. It most often represents an investment of \$5,000 or more per item (see exceptions list on the following page).
- c. All volume purchases, resulting in a one-time reduced price for items that normally are in the guidelines, will be considered a fixed asset.

## **III. TRACKING OF FIXED ASSETS**

When assets arrive at the school or department, they are to be tagged and tracked as soon as possible, even if they will not be distributed within the school or department immediately.

As per District guidelines, JSD is required to track all fixed assets that cost \$5,000 or more. Some items of lesser value, however, also require tracking. See the list of items on the following page. This list is not exhaustive, so please contact Fixed Assets with any questions. All fixed asset should be tracked, regardless of whether purchased with a PO, grant, or P-card, or received as a donation.

Assets should be inventoried by each school or department annually. Items that are not found after a thorough search should be recorded in a Lost/Stolen/Vandalized Fixed Assets Report.

## **IV. EQUIPMENT TRANSFERS**

All equipment transferred from one location to another, including portables, must have proper transfer forms completed. This is essential in accurately tracking fixed assets.

## **V. EQUIPMENT DISPOSAL**

All District property, whether it has a blue asset tag or not, is to be disposed of using District Surplus Procedures. It may not be discarded, destroyed, or given away.

**District property is not to leave District premises.**

**ITEMS UNDER \$5,000 THAT NEED ASSET TAGS**  
(generally \$150+)

Technology	Audio Visual	Custodial	Kitchen (Industrial)	CTE Equipment	Copy Room	Misc.
3D Printers	Amplifiers / Sound Systems / Speakers	Air Compressors	Deep Fryers	Auto Repair Equipment	Copiers	Base Stations
Charging Carts (with wheels)	Broadcasting Equipment	Blowers	Dishwashers	Clay / Molding Equipment	Electric Paper Cutters	Clothes Dryers
Computers (Desktops) *	Cameras - Video & Photo	Buffers / Grinders	Freezers	Industrial Saws	Fax Machines	Clothes Washers
Document Scanners	Document Cameras	Cutters / Trimmers / Shredders / Edgers	Ice Machines	Jointers	Laminators	Electronic Whiteboards (Smart Boards)
Graphic tablets	Drones	Floor Machines	Kettles	Kilns	Paper Folding Machines	Pianos *
iPads / Tablets	DVD / Blu-ray Players	Genie Lifts	Milk Coolers	Lathes - Wood & Metal	Paper Joggers	Time Clocks
iPods	Learning Systems (such as VR & Nintendos)	Golf Carts / Mules	Mixers	Milling / Boring Machines	Postal Machines	
Laptops *	Lenses	High Pressure Washers	Ovens	Planers		
POS Systems	Lighting Controls	Infield Drags	Proofers / Warming Cabinets	Presses		
Printers	Projectors	Key Machines	Refrigerators	Sanders		
Robots †	Receivers	Motor Scrubbers	Slicers	Sergers		
Walkie Talkies	Swivls	Mowers	Steam Cookers	Sewing Machines		
	Televisions	Tractors		Shapers / Routers		
<i>* Chromeboxes and Chromebooks are the responsibility of the school Tech.</i>	Tuners / Mixers / Switchers	Vacuums		Welders		<i>* Pianos are the only musical instrument we tag.</i>
<i>† Call before tagging.</i>						
<i>We do not tag computer accessories (keyboard, mouse, hard drive, etc.).</i>						