

Policy Information

Series 4000 - Non-Instructional/Business Operation

BOCES Personal Property Accountability

Policy # 4500, 5.0

POLICY

1997

4500

Non-Instructional/Business
Operations

SUBJECT: BOCES PERSONAL PROPERTY ACCOUNTABILITY

Definitions:

1. **Personal Property** shall mean all tangible personal property of the Board of Cooperative Educational Services that is not consumable and has a useful life of one year or more including, but not limited to, equipment, supplies, parts, vehicles and materials, provided that such terms shall not include buildings or other real property or equipment which is permanently affixed to real property, or leases, notes or other written instruments.
2. **Valuable Personal Property** shall mean personal property which has a unit resale value of \$500 or more, and supplies, parts or materials which are disposed of in lots having an aggregate resale value of \$500 or more.
3. **Surplus Personal Property** shall mean personal property which has no known, immediate or currently foreseeable use to the Board of Cooperative Educational Services.

A. Acquisition of Personal Property by Purchase

1. **Competitive Bidding** - Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible. Contracts shall be awarded to the lowest responsible bidder complying with specifications and other stipulated bidding conditions.
 - a. Contracts for supplies, materials or services which are in an amount in excess of the amount specified in Section 103 of the General Municipal Law and all public works contracts involving an expenditure in excess of the amount specified in Section 103 of the General Municipal Law shall be awarded on the basis of public advertising and competitive bidding.
 - b. All contracts which require public advertising and bidding shall be awarded by resolution of the Board of Education. Recommendations for such contracts shall be made to the Board by the District Superintendent of Schools.
 - c. The Purchasing Agent or designee is authorized to open bids and record the same pursuant to law.

B. Acquisition of Personal Property by Gift

1. **Acceptance** - Only the Board may accept, on behalf of the BOCES, gifts of either money or merchandise, including surplus property and property donated to the BOCES by bequest or devise in a

will or trust instrument, that in the view of the Board add to the overall welfare of the BOCES.

- a. The Board will not consider the acceptance of a gift until the offer is made in writing.
- b. The Board will safeguard the BOCES staff and students from commercial exploitation from special interest groups.

2. Accounting for Gifts

- a. All gifts shall be entered into the perpetual physical inventory of the BOCES in the same manner as purchased property and consistent with the provisions of paragraph "c" below.
- b. Gifts of money shall be annually accounted for under the trust and agency account in the bank designated by the Board.
- c. Any property donated shall be for the use of BOCES and no employee shall benefit personally from such donations.
- d. All gifts shall become the sole property of the Board of Cooperative Educational Services.
- e. It shall be the responsibility of the District Superintendent to have the value of the gift or donation established, when necessary, for tax purposes and acknowledge, in writing, the receipt of the gift or donation on behalf of the Board of Cooperative Educational Services.
- f. All gifts or donations shall be immediately brought to the attention of the Program Administrator of the service to which the contribution is made.
- g. The Program Administrator shall recommend the acceptance or rejection of the gift to the District Superintendent and notify the donor of the intention.
- h. the District Superintendent shall make a recommendation to accept or reject such gifts to the Board of Cooperative Educational Services at a regular meeting.
- i. The Program Administrator of the service to which the gift or donation is made shall be responsible to see that the gift or donation is appropriately used.
- j. Gifts or donations made that are not specific to a program shall be brought to the attention of the District Superintendent who will be responsible for implementation of the regulations.

C. Perpetual Inventory

1. The Business Administrator shall develop, in writing, the basic rules and regulations to be followed in maintaining the personal property records. Procedures employed shall comply with all applicable laws and requirements of the New York State Department of Audit and Control.
 - a. The minimum standards to be considered for inclusion in the personal property record are:
 1. The personal property must have significant value. Equipment costing \$500 or more shall be included in the personal property inventory.
 2. The personal property must have an estimated useful life of one year or more.
 3. The physical characteristics of the personal property are not appreciably affected by use or consumption.

- b. It shall be the responsibility of the Business Manager to assure that all new purchases are entered into the perpetual inventory system.
2. Inventory Records - The inventory record shall contain sufficient information to identify each item classified as personal property and include the following:
 - a. A sufficient description of the personal property, to include model number and serial number, if available.
 - b. The class of equipment (machinery, equipment, etc.)
 - c. The year of acquisition of the personal property.
 - d. The historical (the cost at acquisition) of the personal property. If unknown or a gift, the estimated value.
 - e. The source of financing or acquisition (general fund, federal fund, gift, etc.)
3. Physical Inventory - A physical inventory shall mean determining the actual existence and condition of real and personal property in the records by visually examining the property in question.
 - a. For personal property with a resale unit value of more than \$500, a physical inventory shall be conducted at least annually.
 - b. For all other personal property, a physical inventory shall be conducted at least once every 2 years.

D. Loan of Personal Property

From time to time, requests are made for the loan of BOCES personal property (equipment). Any such loan must conform to the following policy and regulations.

All material goods of the Board of Cooperative Educational Services are essentially owned by the component school districts. The stewardship, use and maintenance, is the responsibility of the BOCES Board and Administrators. The basic premise is that these goods are to be used for the educational purposes of the BOCES district.

Equipment may be loaned to a component district or other municipality when requested for use by such district or municipality.

1. Arrangement for such loan should specify that the equipment is to be used only by persons familiar with its usage and authorized by the district. A form will be developed indicating who used the equipment, dates used, purpose, and agreement to return the equipment in good working condition.
2. No BOCES equipment may be used by an individual party for purposes unrelated to the educational development of students.
3. The loaning of BOCES equipment shall not interfere with the operation of educational or internal programs. The needs of the Board of Cooperative Educational Services shall always have priority use of its equipment.
4. Administrative regulations will be developed in accordance with this policy for the loaning of BOCES equipment.

E. Disposition of Personal Property

Building administrators and support staff supervisors are responsible for identifying obsolete and surplus equipment and supplies within their area(s) of responsibility.

Periodically, a determination shall be made as to what equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the BOCES.

1. Procedures for Disposition of Equipment, Supplies or Materials:

- a. All surplus or obsolete equipment, supplies or materials identified as "valuable personal property" must be sold to only the highest bidder.
- b. Any property whose market value would classify it as valuable personal property, but which is determined not to be marketable because it is damaged or in poor condition and has not been marketable after at least one prior attempt at competitive bidding, may be disposed of by the BOCES.
- c. Disposition of any personal property, even though it may have little or no marketable value, must be approved by the Business Administrator.
- d. Prior to classifying as disposable, all items should be considered for reassignment to other locations within BOCES as needed or stored in a central location if they may have potential usefulness in the future.
- e. All sales of surplus and obsolete personal property shall be open to the public. Notice of the sale and/or requests for bids shall be made through advertisements in the local newspapers and other appropriate means to assure public awareness.

F. Procedure for Accountability of Officers and Employees for Violating the Personal Property Policy

1. Penalty for Violation - Any officer or employee who violates this policy will be subject to removal from office or discipline in accordance with existing law. Unauthorized use of personal property and theft or conversion of personal property belonging to the Board of Cooperative Educational Services will be prosecuted vigorously and to the maximum extent allowable under the law.
2. Dissemination of Policy - The District Superintendent of Schools shall be responsible for the enforcement of this policy and shall take such action as is necessary to communicate this policy to all officers and employees of the BOCES, including, but not limited to, the publication of this policy in the BOCES Policy Manual, the Personnel Handbook, and teacher and employee handbooks. This policy will be included on the agenda of faculty and administrative meetings at least annually.
3. Complaints - Complaints concerning violation of this policy shall be forwarded to the District Superintendent of Schools on an appropriate form prescribed by the District Superintendent. The District Superintendent shall cause an investigation to be conducted and a report shall be filed in his office at the completion of the investigation.

G. Review and Amendment of the Policy

1. Adoption - This policy shall be adopted on or before January 1, 1997. Upon adoption, it shall be submitted to the Commissioner of Education for approval. In the event the policy or portions of the policy are not approved by the Commissioner, BOCES shall revise the policy addressing deficiencies identified by the Commissioner. The revised policy must be submitted to the Commissioner within 30

days of the receipt of the notice that it had been disapproved.

2. Review - The Board of Cooperative Educational Services shall review the policy on Personal Property Accountability annually and make amendments it deems necessary.
3. Amendments - Any amendments made to the originally approved policy on Personal Property Accountability shall be submitted to the Commissioner for approval within 30 days of its adoption by the Board of Cooperative Educational Services.

Chapter 474 of the Laws of 1996
Subdivision 18 to Education Law Section 1950
Commissioner's Regulations Section 170.3

Board Approved
2/18/97

Adoption Date: 2/18/1997
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