

Frequently Asked Questions

about Fixed Assets

What are Fixed Assets?

Fixed Assets are furniture and equipment originally valued over \$500. The Education Code requires that all equipment items that are valued at \$500 or more must be recorded in a District inventory.

What is a PVUSD Fixed Asset Tag?

The Warehouse enters all equipment valued over \$500 into our fixed asset inventory database and tags the equipment with a PVUSD tag. Therefore, all equipment valued at over \$500 should be shipped to the Warehouse. The PVUSD tag number can be used to find the original Purchase Order number that the equipment was purchased on by checking on your inventory print out or by calling the Warehouse.

What if I bought something that was delivered directly to my site?

If large or installed items are shipped directly to a site instead of shipped to the Warehouse, you must make arrangements with the Warehouse to get the tags. You will also get a form to complete and return in order to have the item added to your inventory.

How do I get rid of old Fixed Assets?

Old Fixed Assets are called Surplus Equipment.

- ❖ Collect all equipment into one, easily identifiable location.
- ❖ If it is old technology equipment, have your Technology Liaison post a list of the items to the Tech Liaison email list to make sure that no other school in the district wants the hardware
- ❖ Fill out the Surplus Equipment Form available from the Purchasing website.
- ❖ Send the completed form to Purchasing Services.
- ❖ Submit a work order to maintenance for them to pick up the equipment.
 - Maintenance may send you a large (apple) box to place the hardware, or they may just come out and pick the items up.
 - The turnaround time depends on how busy Maintenance is at the time you submit your work order.

Can't I just throw or give it away?

Any equipment that is tagged with a PVUSD Inventory Control Tag must be sent to the PVUSD Warehouse to be taken out of inventory before disposal. All disposal of surplus should be approved by Purchasing.