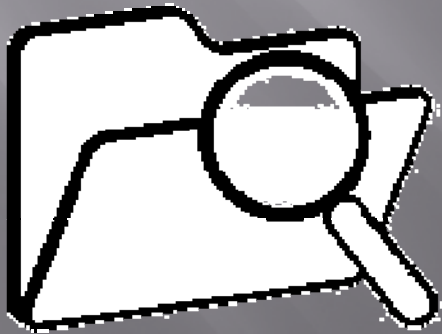


OFFICE OF FIXED ASSETS MANAGEMENT GROUP



The Fixed Asset Management Group shall maintain an inventory of all District-Owned Fixed Assets and equipment items, as defined by the Fixed Asset Policy Manual, for financial accounting and insurance purposes.

Fixed Asset Management Group

- ▣ **All Fixed Assets (Land, Buildings, Fixed Equipment, Infrastructure, Vehicles and Moveable Equipment) are owned by the Newark Public School District and not by a specific individual, department or other operating unit.**
- ▣ All District employees are personally responsible for protecting District property entrusted to them. This includes the proper care, maintenance, control, and reasonable safeguards to prevent loss, damage or theft of such equipment and other Fixed Assets.



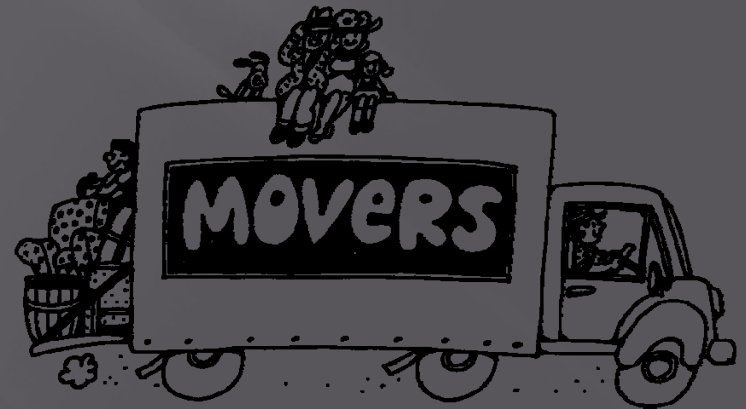
Fixed Asset Management Group

- ▣ The Fixed Asset Management Group shall maintain an inventory of all District-Owned Fixed Assets and equipment items, as defined by the Fixed Asset Policy Manual, for financial accounting and insurance purposes.
- ▣ All Fixed Assets and Equipment items with an acquisition cost of \$2,000 or greater and all Computers, Laptops, Digital Cameras, Computer Projectors and related equipment shall be labeled with a District identification tag.



Fixed Asset Management Group

- ▣ Fixed Asset Report
- ▣ Tagging Public School Equipment
- ▣ Tagging Non-Public School Equipment
- ▣ Relocation Services



Obsolete Items

- ❑ **Old Books** – Fixed Asset Management Group will pick up old books, provided they are boxed up and have been approved by the Dept. of Teaching & Learning to be discarded.
- ❑ The Obsolete Items form must be properly filled out with the appropriate signatures.
- ❑ Pick-ups dates are scheduled based on the availability of the movers and when the form has been returned to Fixed Asset Management Group.
- ❑ All forms are located on the P drive under FA (*forms*).



OBSOLETE ITEMS BOOKS

OFFICE USE ONLY
RE'D DATE _____ MOVE DATE _____

QUANTITY	# OF BOXES	REASON FOR DISCARD

Name School Title

Supervisor, Teaching and Learning Title

Pd will pick up old books, provided they are boxed up and have been approved by the Dept. of Teaching & Learning to be discarded. Pick-Up is based on the availability of movers. No pick-up will be scheduled unless this form is submitted to Pd with proper signature.

Obsolete Items

- ▣ **Old Computers/Equipment** - Fixed Asset Management Group will pick up old computers and equipment, provided they have been approved by the Dept. of Instructional & Technology to be discarded.
- ▣ The Obsolete Items form must be properly filled out with the appropriate signatures.
- ▣ Pick-ups dates are scheduled based on the availability of the movers and when the form has been returned to Fixed Asset Management Group.
- ▣ All forms are located on the P drive under FA (*forms*).



OBSOLETE ITEMS COMPUTERS

OFFICE USE ONLY	
REC'D DATE	MOVE DATE

ASSET#	P.O.#	MODEL	SERIAL#	REASON FOR DISCARD


Name School Date

Supervisor, Dept of Instructional Technology Date

FA will pick up old computers, provided they have been approved by the Instructional Technology to be discarded. Pick-Up is based on the availability of movers. No pick-up will be scheduled unless the Form is submitted to FA with proper signatures.

Obsolete Items

- ▣ **Old Furniture** – Fixed Asset Management Group will not pick up old broken furniture, your custodians can discard them. If the furniture is in good shape and can be used by another School, then FA will pick them up.
- ▣ The Obsolete Items form must be properly filled out with the appropriate signatures.
- ▣ Pick-ups dates are scheduled based on the availability of the movers and when the form has been returned to Fixed Asset Management Group.
- ▣ All forms are located on the P drive under FA (forms).

 OBSOLETE ITEMS FURNITURE			OFFICE USE ONLY	
			RECD DATE	MOVE DATE
QUANTITY	TYPE	REASON FOR DISCARD		
Name _____		School _____		Date _____
Principal _____			Date _____	
<small>FA will pick up old broken furniture, your custodian can discard them. If the furniture is in good shape and can be used by another School, then FA will pick them up. Pick-ups based on the availability of movers. Pick-up will be scheduled unless this form is returned to FA with proper signatures.</small>				

Relocation Services

- ▣ The Fixed Asset Management Group provides moving services throughout the District from one location/school to another. The movers are not here to replace the custodians, but to assist. We will move Classrooms and Departments from one building to another. We will also move Pianos and Photocopiers from one area to another.
- ▣ The Fixed Asset Management Group will no longer provide moving services within a location/building. That service should be done by the Custodial Staff.
- ▣ All Relocation Services Request will have to be submitted to our Department via email from the SLT (There is a minimum of five day turnover period).

Donated Assets

- ▣ If an individual, organization, or association etc. indicates an intention to make a donation to the District, the donation proposal must be submitted in writing on company letterhead when appropriate.
 - *a purpose and use of donation
 - *brief description of item
 - * the value of gift
- ▣ If an attorney is representing the donor, the lawyer will have to contact the Office of General Counsel.

Donated Assets

- ▣ The location receiving the gift/donation must forward the written letter to the Office of Fixed Asset Management Group for approval.
- ▣ Office of Fixed Asset Management Group will obtain the necessary signatures.
- ▣ **No donation may be accepted prior to the approval of Office of Fixed Asset Management Group.**
- ▣ Office of Fixed Asset Management Group will inspect and approve all donations of office furniture prior to acceptance.

Donated Assets

- ▣ The Office of Instructional Technology will inspect and approve all donation of computer and/or computer related equipment.

Lost/Stolen Items

- The custodian of the asset should report any missing/stolen to the Principal/Department Head.
- The Principal/Department Head must make a Police Report and along with the completed Incident Report.
- The completed Police and Incident report should be forwarded to the Fixed Asset Management Group.
- Central Office Coordinator will record present disposition in the computerized system

Lost/Stolen Items

NEWARK PUBLIC SCHOOLS
2 CEDAR STREET
NEWARK, 07102

NOTE: Districts are required to report this information in summary form to NJDOE on Form NJSMS10040596. School may substitute, or supplement this form with, a locally designed form.

School: _____ Incident No. _____

Time of Incident (app.): _____: _____ am pm Date of Incident: ____/____/____

Location: Cafeteria ___ classroom ___ corridor ___ other inside school ___ school grounds ___ bus ___ other outside ___

VADALISM, VIOLENCE, AND SUBSTANCE ABUSE INCIDENT REPORT FORM

Check Incident Category (Or Categories): ___ 1. Vandalism ___ 2. Violence ___ 3. Weapons ___ 4. Substance abuse

Indicate the type of incident (Check as many as apply.)

1 VANDALISM	2 VIOLENCE	3 WEAPONS	4 SUBSTANCE ABUSE
a) ___ Arson b) ___ Burglary c) ___ Damage to Property d) ___ Fireworks Offense e) ___ Theft f) ___ Trespassing	a) ___ Simple Assault b) ___ Aggravated Assault c) ___ Fight d) ___ Gang Fight e) ___ Robbery f) ___ Extortion g) ___ Sex Offense h) ___ Other Violence Offense	a) ___ Bomb Offense b) ___ Possession of Firearm c) ___ Assault with a Firearm d) ___ Assault with other Weapon Check if perpetrator (in a-d) was removed from school expelled e) ___ Possession of other Weapon f) ___ Sale or Transfer of Weapon	alcohol marijuana other a) Use _____ b) Possession _____ c) Distribution _____
Check if: This was a bias incident: _____ victim was a member of district or contracted staff: _____	Check if: This was a bias incident: _____ victim was a member of district or contracted staff: _____	Check if: for incident in 3 (a-f) This was a bias incident: _____ victim was a member of district or contracted staff: _____	
Estimated Cost of Vandalism: \$ _____			
Description of Incident: Specify damage to property, if applicable.			

1. ___ complaint filed with police ___ police notified (no complaint filed)	2. ___ expelled ___ removal to alternative program	___ in-school suspension ___ or for-school suspension ___ other action	NOTES:
Person completing this form (school employee only)			
Signature _____	Title _____	Date ____/____/____	
Reviewed by principal (signature): _____			
Signature _____			Date ____/____/____