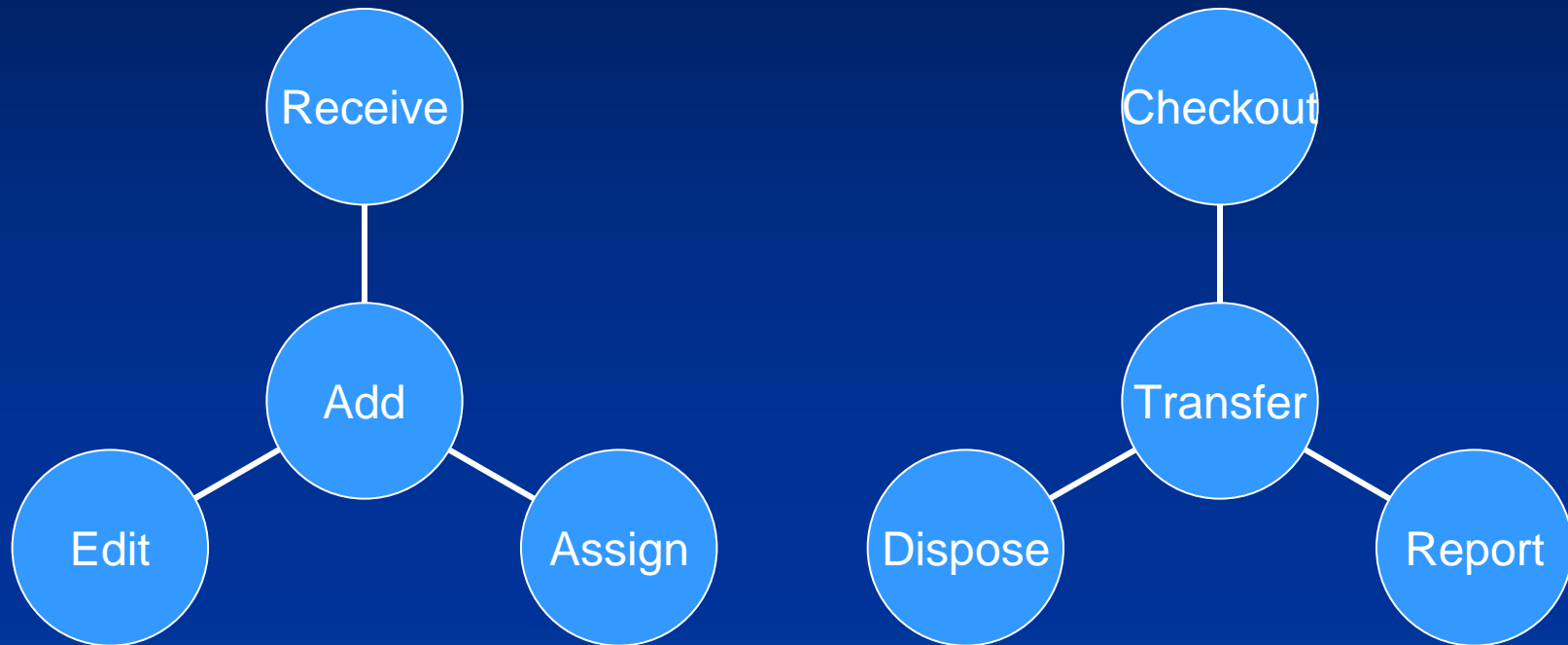


FACET

(Fixed Asset Control & Tracking)



Overview and Procedure Update (2009-2010 year)

Who are the SAM's:

- SAM is an acronym for Site Asset Manager
- They are selected by the principal or department manager
- A site tech can be a SAM if the governing body chooses them
- Requisition clerks can not be a SAM

Stipend for SAM's:

- Stipends for SAM's that are also educators is in negotiations
- The Chief Finance Officer and the Director of Human Capital are submitting the proposed stipend to the Superintendent for consideration



Active Inventory Acknowledgement Affidavit:

- Beginning this year sites were given a print-out of all their active assets on record in FACET. Sites will receive another print-out at the end of the school year.
- Return the signed Affidavit to Accounting
- Note: assets on open W/O's will be reflected in the sending sites inventory until they are received by the receiving site. (Contact them!!!)



Fixed Asset Inventory Audit

- Accounting will audit each sites inventory annually
- After notification by accounting sites will have 30 days to clear their exceptions
- If after 30 days the exceptions are not cleared that site will be suspended from the WLKR RQ system until compliance is met
- 30 days after notification, audit result reports will be issued to management
- Sites with a questionable audit result will be subject to an audit review



Tagging Assets

- TPS barcode - tag assets on the front and right side – they come in pairs
- **Orange** – personal property tag are for employee, student and 3rd party assets only (not PTA, Boosters etc..)
- **Green** - departmental tag used by TPS departments only (i.e. ISS, Special Ed...)
- **Red** – used for parts tag this is used by the Maintenance and ISS department



Transfer Assets:

- Sites create a transfer work order in FACET
- Accounting notifies labor and receiving site
- Sites contact the receiving site if assets that have been picked up have not been received. (You will know if they have not been received because you can still see the work order in the “Open Work Orders” list in FACET.)
- If the site refuses to receive the assets or you decide to keep some of the assets notify Accounting.



Borrowing Assets:

- Acquire a signed Borrowing Agreement from the borrower- (student/parent/employee)
- Check the asset out/in using FACET
- Assets checked out in FACET greatly aid in clearing disposition exceptions for year-end “check out”



Surplus Procedures:

- Sites create a surplus W/O in FACET and gather the asset's into one secured area. Assets less than 5 yrs old or still under warranty will not be accepted on Surplus work orders without verification from Accounting
- Accounting goes to sending site and verifies W/O. After reconciling W/O Accounting notifies Labor to pick up. **Only assets scanned by Accounting will be removed from sending sites inventory!** Accounting places a sign on the surplus pile stating not to add or remove any assets without contacting your Site Asset Manager.
- Sites must verify that Labor picks up only assets on the reconciled W/O.
- Labor requests that there be 20 small items or at least one big item on a surplus work order to merit sending a truck. Don't wait until year end to surplus items – Labor does not pick up surplus during district vacation or when personnel are not at the sending sties.



Misplaced/Lost Assets

- Use the current version of the Lost or Stolen Property Affidavit – older versions will not be accepted
- Assets 5yrs old or newer can not be termed misplaced – if they can not be found – they are considered stolen
- Obtain a Lost or Stolen Property Affidavit – from the FACET logon menu select:
 - @FAQ
 - Download Inventory Documents
 - Lost or Stolen Property Affidavit
- Send signed copies to your Area Superintendent
- Change the status to Misplaced in FACET, upon approval from the Area Superintendent the asset status will be changed to misplaced



Stolen Assets:

- Repeat, assets missing that are 5 years or newer can not have a status of Misplaced
- When determining if an asset is stolen confirm with your Principal or Manager
- Complete –TRACIS (from TPS Police)
- Complete -Lost/Stolen Property Affidavits
- Change status in FACET to Stolen



Donated Items:

- Donated items should only be accepted if they can be of use to the district
- ISS may have to configure computers to work on the network = extra costs
- Tag if tracked by district and enter into FACET
- All gifts to schools become district property
- Thank you letters are sent by the receiving party
- All costs associated with the donation should be included in the assets value and may be subjected to IRS rules
- See: Policies 5706,5803,5804, and IRS Form 8282
- Cash donations – Contact Foundations of Tulsa



Available Assets

- Under Development
- When in operation sites will be able to view a listing of “Available” assets and where they are located in FACET
- Sites will be able to claim assets from that listing
Claimed assets will not be visible to other sites
- Sites will negotiate the transfer by either picking them up at the site or in the case of a large item/quantity request Labor to pickup and deliver
- Sites can view open “Claims” in FACET



FACET Training

- Next scheduled training:
- Support employees – 9-25-09 @ 9:00am
- Educator employees – 9-25-09 @ 3:30pm
- One on one training is available on a limited basis and will be coordinated by Fixed Asset Accounting



Contact Information

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FACET Training 9-25-09 contact

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