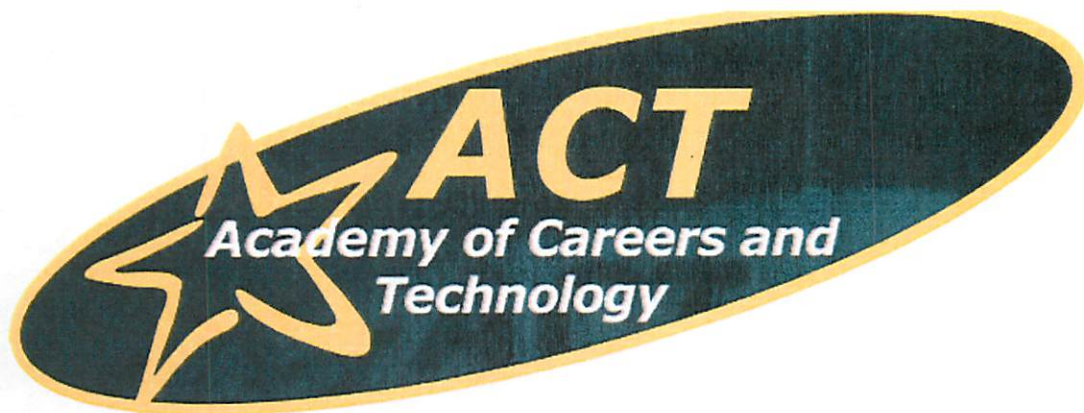


# Academy of Careers and Technology

Plan for Maintaining, Repairing, Replacing or  
Disposing of Equipment



390 Stanaford Road  
Beckley, West Virginia 25801  
304-256-4615

Preparing Students for Their Future

<http://wvact.net>

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# Maintaining, Repairing, Replacing or Disposing of Equipment

## **Maintenance and Repair of Equipment**

Equipment maintenance and repair needs will be reported to the ACT administration who will determine if a work order will be submitted to the county maintenance department or an outside vendor will be utilized for the repairs and maintenance.

## **Disposition of CTE Equipment**

No equipment of any value purchased in part or in whole by Federal and State CTE funds shall be disposed of in any manner other than 1) offer the equipment to another CTE program within the facility at no cost, 2) offer the equipment to another CTE program within the LEA at no cost, 3) contact the appropriate Program Coordinator in the Office of Career and Technical Instruction and ask him/her to offer the equipment to other CTE programs within the State at no cost. If none of these entities request the equipment, it may be disposed of in accordance with the Local Education Agency's policy. Raleigh County's policy is to report equipment that is to be disposed of to the purchasing department via the proper transfer forms.

TRANSFER AND RETIREMENT ADVICE FORM  
REPORT OF LOST, DAMAGED OR STOLEN PROPERTY

## **Replacement of Equipment**

Equipment that cannot be repaired, is no longer current for instruction and has been disposed of properly will be replaced according to the Equipment and Supplies Procurement policy within the Plan of Operation, Maintenance and Improvement of the Physical Plant Plan. .

# FIXED ASSET INVENTORY SYSTEM

## REPORT OF LOST, DAMAGED OR STOLEN PROPERTY

(Report on Arson, Burglary, Vandalism, Theft, Unexplained Loss, and Failure to Return)

School/Department \_\_\_\_\_

Date loss discovered \_\_\_\_\_

Who discovered the loss \_\_\_\_\_

Reported to the Police: Yes \_\_\_\_\_ No \_\_\_\_\_

Police Department \_\_\_\_\_

Date of Report \_\_\_\_\_ Police Complaint No \_\_\_\_\_

Briefly explain circumstances: \_\_\_\_\_

Quantity	Asset Description	Serial No.	Tag Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Two part form routed to: Purchasing Director (Original)  
Originator

**FIXED ASSET INVENTORY ADDITIONS**

**TO BE COMPLETED BY ORIGINATOR**

DESCRIPTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_ ROOM: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_

PURCHASE ORDER: \_\_\_\_\_ DATE of PURCHASE: \_\_\_\_\_

UNIT COST: \$ \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

METHOD OF ACQUISITION: \_\_\_\_\_ (P, D) - Purchase, Donated

CONDITION: \_\_\_\_\_ (N, U, G, F, P) New, Used, Good, Fair, Poor

**AUDITING INFORMATION - ALL BLANKS MUST BE FILLED IN**

**DELIVERED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_

**TO BE COMPLETED BY CENTRAL OFFICE**

ASSET NUMBER: \_\_\_\_\_

DESCRIPTION CODE: \_\_\_\_\_ CATEGORY: \_\_\_\_\_

CLASSIFICATION CODE: \_\_\_\_\_

ACCOUNT CODE: \_\_\_\_\_

TAGGED BY: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE ENTERED: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Three part form routed to: Purchasing Director (original, 2<sup>nd</sup> copy), 3<sup>rd</sup> copy to school for auditing purposes (attach to school purchase order and retain for records)

# FIXED ASSET INVENTORY SYSTEM

## TRANSFER AND RETIREMENT ADVICE FORM

County Board of Education - Raleigh

### TO BE COMPLETED BY ORIGINATOR

Mark one:	
Transfer to _____	Retire _____
Property Tag Number: _____	Serial No. _____
Item Description _____	
Current location _____	
Reason for transfer or retirement _____	
_____	_____
Originator's Signature	Date

### TO BE COMPLETED BY PURCHASING DIRECTOR

Date asset received from location _____	
Method received: District pick-up _____ Vendor pick-up _____	
Transferred to _____	
Date transferred or disposed _____	
Date entered into property record _____	
Comments _____	
_____	_____
Fixed Asset Manager's Signature	Date

Two part form routed to: Purchasing Director (Original)  
Originator