

CAPITAL ASSETS

SECTION 4

FY 2026–2027

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Overview and Responsibilities

In accordance with established board policy, an inventory shall be maintained on all fixed assets including land, buildings, mobile equipment, furniture, and equipment for auditing and insurance purposes.

It is the responsibility of each director or school principal to:

- Complete and submit all required Fixed Asset Source Documents.
- Provide all necessary information pertaining to fixed assets at his or her location.
- Conduct and update an annual inventory of all fixed assets at his or her location.
- Attach a fixed asset tag to each required item and write the asset number on the item with a permanent marker.
- Write “Property of George County School District” on each item that does not require a fixed asset tag.
- Ensure that a copy of the room inventory list is posted in each room containing fixed assets.

Equipment to Include in Inventory

Standard Capitalized Equipment

All property items with a value of \$1,000 or more and a useful life of at least one year must be tagged and inventoried.

Items Below \$1,000 That Must Be Inventoried

The following categories must be inventoried and tagged if the item costs more than \$250:

- Cameras and camera equipment
- Computer and computer equipment
- Televisions

“Walkable” Equipment

The following items must be inventoried and tagged regardless of cost because of their high likelihood of being misplaced or stolen:

- Two-way radios
- Cellular telephones
- Lawn maintenance equipment
- Chain saws
- Air compressors
- Generators
- Welding machines
- Weapons
- Motorized vehicles
- Items the District deems “highly walkable,” such as iPads, tablets, and Chromebooks

What to Include in the Cost

The acquisition cost of equipment includes all expenditures in connection with its procurement, including the following:

- Purchase price
- Shipping costs
- Installation costs
- Any initial expenditure required to place the asset in its intended operating state

Identifying Equipment and Tag Placement

All items required to be added to inventory must have a “Property of George County School District” tag placed on them. Tags should be placed in a location that is visible and accessible. If the tag is missing, write the asset number on the equipment with a permanent marker.

Suggested tag placement locations:

Item	Suggested Tag Location
Desks	Inside knee well
Cabinets	Top front right corner
Audio-Visual Equipment	Next to manufacturer’s serial number
Shop Equipment	Next to manufacturer’s serial number
Computer Equipment	On the right-hand side

If an item does not meet the fixed asset threshold, mark it “Property of [School Name].” If the item is personal property belonging to an employee, mark it “Property of [Employee’s Name].”

New Equipment

Purchased Equipment

When new equipment is received, the secretary should complete the fixed asset portion of the Vendor Claim Form based on the purchase order and invoice. Copies of the Vendor Claim Form, invoice, packing slip, and purchase order must be uploaded and attached to the purchase order in Marathon. The Fixed Assets Manager should then be notified by email with the PO number and confirmation that fixed assets are attached.

The Fixed Assets Manager will assign an asset number, enter the information into the Fixed Asset database, upload all documentation to Marathon, and record the asset on the Fixed Assets Log.

The Principal or Director (or designee) will pick up and sign for the tag, apply it to the equipment, and verify the accuracy of the form provided with the tag. Any corrections or additions should be submitted to the Fixed Assets Manager. All new items will be assigned to a specific room.

Donated or EEF-Purchased Equipment

If a donated item or equipment purchased with EEF funds meets the thresholds of a capital asset, the Principal or Director receiving the item must submit a Donation Reporting Form for School Board approval. A statement of the fair market value for each donated item must be obtained and submitted with the form. After board approval, the Superintendent’s secretary will provide a copy to the Fixed Assets Manager for tag assignment.

Transferring Equipment

Room-to-Room Transfers Within the Same Building

An Asset Transfer Request must be submitted electronically in Marathon by the building's fixed asset designee and approved electronically by the principal or director. Upon receipt at the district level, the Fixed Assets Manager will approve the transfer or, if the asset was purchased with federal funds, route it to the Federal Programs Director for approval first.

Transfers to Other Departments or Buildings

When fixed-asset equipment is permanently moved to a different building, the sending location must initiate a Change of Building Location Form (rather than an electronic request). Complete all information on the form, sign it, and keep a copy for your records. Attach the form to the item — no items should leave or be received without a transfer form attached.

The receiving director or principal must fill in the new location, sign to acknowledge receipt, and forward the form to the Fixed Assets Manager at the district office. If the asset was purchased with federal funds, the form must be routed to the Federal Programs Director for approval before being forwarded to the Fixed Assets Manager. Once approved, changes will be entered into the database and copies will be returned to both locations.

Do not wait until an audit or annual inventory to report room changes. All room transfers must be submitted electronically in Marathon promptly.

Signing Out Equipment

Any district-owned equipment removed from school property by an employee for education-related purposes must be documented using an Employee Sign Out Form or the Staff Chromebook Sign Out Form, whichever applies. The completed form must be kept on file with the principal or director until the equipment is returned.

It is the responsibility of the individual borrowing the equipment to keep it safe and in working order while away from school property.

Any district employee who borrows school property and fails to return it, or returns it in a non-working condition, may be held financially accountable for the fair market value of the equipment.

Checking Out Equipment

If equipment is permanently assigned to one location but temporarily used in another room, a Fixed Assets Check Out Form should be completed. For example: Chromebooks assigned to the library but checked out to a classroom, or two-way radios assigned to the office but used in different rooms.

Copies should be kept in the permanently assigned room, in the temporarily checked-out room, and with the building's fixed asset designee.

Technology Sign Out

When the IT department needs to temporarily remove equipment from its assigned location for repair, the technician must sign the Tech Sign Out Sheet both when removing and when returning the equipment.

Disposing Equipment

General Equipment (Except Chromebooks)

An Asset Disposal Request must be submitted electronically in Marathon for items that are beyond repair, missing, stolen, sold, or otherwise ready for removal from inventory.

- **Computer and technology equipment:** All disposal requests for computer or technology equipment must be submitted by the Technology Department.
- **Missing or stolen items:** A notarized affidavit and a copy of the police report must be submitted with the disposal request.

Upon receiving the request, the Fixed Assets Manager will forward it to the Superintendent's secretary for Board approval. If the asset was purchased with federal funds, approval must first be obtained from the Federal Programs Director before submission to the Superintendent's secretary.

After Board approval, the asset will be inactivated in the inventory database and the Principal or Director will receive a copy of the disposal report. Upon receipt, the principal or director should remove the fixed asset tag, attach it to the report, and keep the report on file. Write "disposed" on the equipment, or "salvaged" if it will be used for spare parts, and arrange for its removal.

Computer equipment awaiting disposal should be removed by the Technology Department upon the initial disposal request. If not yet removed, place it in a central location and arrange for pickup. Any computer equipment containing sensitive or confidential information must have its hard drive removed and destroyed by the Technology Department after Board approval.

For furniture and non-computerized equipment that can be used as scrap metal, notify the Maintenance Department.

Under no circumstances may an employee, student, or any other person obtain items approved for disposal for personal or other use.

Disposing Chromebooks

When a Chromebook needs to be disposed of for a reason other than being outdated or beyond repair, follow these steps:

- The IT Department must ping the device and identify whether it is assigned to a student or staff member.
- **If assigned to a student:** Contact the parent or guardian. If no response within seven days, an official form letter must be mailed. If there is still no response, the SRO will attempt a home visit.
- For both students and staff, a Lost/Stolen Affidavit must be completed and submitted along with all required documentation, including the Chromebook Lost/Stolen Procedure Form. For student devices, proof of payment or a Parent Refusal to Pay form must also be included.

Warranty Replacements

If a vendor replaces damaged or faulty equipment at no charge, follow these guidelines:

- If the original equipment has not yet been placed on inventory, report the replacement equipment as the purchased equipment on the Vendor Claim Form.
- **If the original equipment has already been capitalized:** Submit a disposal request in Marathon and select "Replaced by Warranty" as the disposal reason. Notify the Fixed Assets Manager as soon as the replacement arrives, and include the model number, serial number, and vendor documentation.

Non-Capitalized Equipment (Object 740)

Equipment is classified as non-capitalized when it meets all of the following criteria:

- Has a useful life of at least one year
- Costs \$100 or more
- Does not meet the threshold to be tagged as a capital asset

Non-capitalized equipment uses object code 740. These items must be marked “Property of GCSD” with a permanent marker.

Annual Inventory

Each location is required to perform a capital asset inventory once per year. The District Office Fixed Assets Clerk will distribute inventory reports near the end of the fiscal year. The inventory is conducted by the principal or designee along with the employee to whom the equipment is assigned, using the following guidelines:

- Begin at the left side of the room and proceed in clockwise order, checking each item as you go. Do not skip around. Open all closets and storage areas and review them carefully.
- If equipment is in the room, the employee should initial beside the asset number on the inventory listing. If the asset tag is missing, compare the serial number on the equipment to the serial number on the inventory report and write the asset number on the equipment using a permanent marker.
- If equipment is missing, note it on the inventory listing. The employee must complete a Lost or Stolen Affidavit along with a police report and submit both to the Fixed Assets Clerk. The clerk will forward the request for Board approval (or Federal Programs Director approval first, if applicable). A disposal request must also be submitted electronically in Marathon.
- If equipment is in the room but not listed on the inventory report, document the item description, asset number, and serial number on the report and submit an asset transfer request in Marathon.

Once complete, the inventory must be signed by the principal or director and returned to the Fixed Assets Clerk.

Equipment Coding

Select the appropriate object code based on asset category and cost.

Category	Code	Description
Land	710	Land
Buildings	721	Buildings (cost or value less than \$50,000)
	725	Buildings (cost or value of \$50,000 and above)
Building Improvements	728	Building Improvements (less than \$25,000) — For major renovations only; contact Business Administrator before using.
	729	Building Improvements (\$25,000 and above)
Improvements Other Than Buildings	751	Improvements < \$25,000 (includes bleachers, chain-link fencing, flagpoles, breezeways, outdoor lighting, playground equipment)
	753	Improvements ≥ \$25,000 (same description as above)
Cars / Trucks	771	Cars/Trucks (cost or value less than \$5,000) — must be tagged regardless of cost

	772	Cars/Trucks (cost or value \$5,000 and above)
Buses / Vans	773	Buses/Vans (cost or value less than \$5,000) — must be tagged regardless of cost
	774	Buses/Vans (cost or value \$5,000 and above)
Other Mobile Equipment	775	Other Mobile Equip. < \$5,000 (Heavy outdoor equipment including golf carts, riding lawn mowers, tractors) — must be tagged regardless of cost
	776	Other Mobile Equip. ≥ \$5,000 (same description as above)
Computer Equipment	731	Computer equipment < \$5,000 (computers, printers, scanners, servers, routers, etc.)
	733	Computer equipment ≥ \$5,000 (same as above)
Other Furniture & Equipment	735	Other Furniture or Equipment < \$5,000 (band instruments, cafeteria equipment, camcorders, generators, projectors, sound systems, TVs, two-way radios, weapons, etc.)
	737	Other Furniture or Equipment ≥ \$5,000 (same description as above)
	738	Internet Connectivity Equipment < \$5,000 (routers, switches, modems, hotspots, dsl, cable, fiber, etc)
	739	Internet Connectivity Equipment ≥ \$5,000 (same description as above)
Non-Capitalized Furniture & Equipment	740	For all other equipment costing \$100 or more with a useful life of one year or more that does not meet the threshold for tagging

Forms List and Purpose

All forms are available for download from the GCSD Business Office website.

Change of Building Location Form

Use when a fixed-asset item is permanently moved to a different building. Send the original to the Fixed Assets Clerk to update the database. For changes within the same building, submit a request electronically through Marathon instead.

Check Out Form

Use when equipment permanently assigned to one location is being temporarily checked out to another room or location.

Chromebook Lost/Stolen Documentation Form

Follow the procedures on this form whenever a Chromebook is lost or stolen. This form must be completed before a Chromebook can be disposed of.

District Technology/Device User Agreement Form

Use when a Chromebook is signed out to a student for educational use, including off-campus use.

Donation and EEF Reporting Form

Use to report donations or EEF purchases. Donated computer equipment must be approved by the Technology Department to ensure compatibility with the district's infrastructure. All donations must be submitted for School Board acceptance and approval.

Employee Sign Out Form

Use when an employee checks out a fixed asset (such as an iPad or laptop) for use away from its permanently assigned location, or when an asset is temporarily issued by a department such as Technology or Special Education for educational purposes.

Fixed Assets Log

Maintained by the Fixed Assets Clerk to record asset number assignments.

Lost or Stolen Property Affidavit

Complete this form if an item is missing or stolen. Submit the original along with a police report to the Fixed Assets Clerk. The request will be forwarded to the Superintendent's Office for School Board approval. If the asset was purchased with federal funds, additional approval must be obtained from the Federal Programs or Special Education Director before submission to the Superintendent's Office.

Multiple Fixed Assets Purchase Reporting Form

Use in place of the fixed asset portion of the Vendor Claim Form when purchasing more than five items at once.

Request to Dispose of Fixed Assets

Submit an electronic request via Marathon for items that are beyond repair, missing, stolen, or otherwise ready for removal from inventory. The Fixed Assets Clerk will print the request for School Board approval. If the item is missing or stolen, include a notarized affidavit and a police report.

Staff Chromebook Sign Out Form

Use when a Chromebook is signed out to an employee.

Tech Sign Out Sheet

Used by the Technology Department when equipment is temporarily removed from its assigned location for repair.

Vendor Claim Form

When purchasing a fixed asset item, complete the bottom fixed asset portion of this form. Submit a copy of the claim form, invoice, packing slip, and purchase order to the Fixed Assets Clerk.

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GEORGE COUNTY SCHOOL DISTRICT
Chromebook Lost/Stolen Procedure Form

Device & Assignment Information

Location device is assigned: _____ Red Tag #: _____

Person responsible for device: Student Staff

Device was assigned to: _____

Date assigned: _____

Step 1 – Technology Department Action

- The Technology Department has attempted to locate the Chromebook via network ping.
- Last Usage Date: _____
- Date Disabled: _____

Step 2 – Student Chromebook Procedures (Staff skip this step)

• Parent Contacted

- Date: _____

- Time: _____

 School Status documentation attached (Required)

• Device Returned On: _____

• Fine Paid On: _____

• If the device is not returned or the fee is not paid, proceed to Step 3.

Step 3 – Escalation Procedures (Student Chromebooks only)

- Official GCSD form letter mailed to parent: _____
- If no response in 7 days, SRO home visit date: _____
- If still unresolved, file a lost/stolen report with SRO.

Step 4 – Documentation Submission

Please send the following to Vicki Byrd:

 Signed and Completed Chromebook Lost/Stolen Procedure Form School Status Communication Documentation (Student only) Lost or Stolen Property Affidavit with police report

(For staff: Must be signed by staff member and administration)

Fixed Asset Coordinator (School Level) Signature: _____

Step 5 – Final Board Approval & Tracking

After board approval of the disposal:

 Disposal form submitted to school administration Student name added to GC Chromebook Fine Tracking Sheet (if fine unpaid) Copy of Refusal to Pay letter sent to parent (school level)

Notes:

No disposals will be approved within two weeks of a scheduled site visit.



George County Schools

494 Cowart Street • Lucedale, MS 39452
601-947-6993 • Fax: 601-921-4506

Debra D. Joiner
Superintendent of Education

Board Members:

Christopher Hilburn, President
Matthew Smith, Vice-President
Wade Whittington, Secretary
James Davidson, Member
James Hill Jr., Member

To Whom It May Concern,

I understand that the Chromebook assigned to my student,
_____, cannot be located. I am aware that there is
a replacement fee/repair fee for the Chromebook. I refuse to pay the fees
associated with the Chromebook for the following reason:

Parent Signature

Parent Name Printed

Date

Chromebook Asset # _____



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Member*

George County Schools

*494 Cowart Street
Lucedale, MS 39452
601-947-6993
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Date

To Whom It May Concern:

According to our records, your student was issued a Chromebook device on _____. As of _____, the device has not been returned.

When the Student Device Sign-Out Form was signed, it included an agreement to pay a \$250.00 replacement fee if the device was not returned. We kindly ask that you return the Chromebook and charger or remit the replacement cost to the school as soon as possible.

If we do not receive the device or payment within **seven (7) days**, we will refer the matter to the school resource officer, who will initiate a police report for stolen property.

Thank you for your prompt attention to this matter.

Sincerely,

Debra D. Joiner
Superintendent

2026-2027



District Technology/Device User Agreement

This agreement must be signed by the student AND parent/guardian before a Chromebook will be issued to a student.

- As the parent or legal guardian of the minor student signing above, I grant permission for the student below to access networked computer services and school computer hardware.
- I understand that I may be held liable for usage violations and/or equipment damage to District issued Chromebooks according to the GCSD Technology Device Fee List in the GCSD Technology Handbook.
- I acknowledge that I have received and agree to comply with the user requirements contained in GCSD Technology Handbook/Student Authorized Usage Policy (AUP).

Student Name:	
Student Signature:	
Parent/Guardian Name:	
Parent/Guardian Signature:	
Date:	

For Office Use Only:

Device Asset Tag #:

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**GEORGE COUNTY SCHOOL DISTRICT
ASSET DONATION/EEF PURCHASE REPORTING FORM**

Type of acquisition:

Donation Date of Donation: _____ Estimated Cost: \$ _____
(must attach estimate documentation)

Asset Donated by: _____

EEF purchase Date Acquired: _____ Cost: \$ _____
(Must attach copy of receipt)

EEF Purchase From: _____

Equipment information:

Asset #: _____

Is this a student device? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of asset:	
Serial #	Model #
<i>If more than one asset, attach a list with all serial and model numbers.</i>	
School Name:	Room #

Signature - Principal/Director Date

Signature - Technology Director (if technology donation) Date

FOR CENTRAL SERVICES USE ONLY

Superintendent's Approval _____

Board Approval _____ Date Copy to School and Fixed Asset Clerk _____ Date

If this is for equipment that needs to be tagged, this form must be submitted to the Fixed Assets Office so that records can be updated. Donations must be submitted to the school board for acceptance.

2026-2027

**GEORGE COUNTY SCHOOL DISTRICT
ASSIGNMENT OF FIXED ASSETS
EMPLOYEE SIGN OUT FORM**

School/Dept. _____	
Asset #1: _____	Asset #2: _____
Description: _____	Description: _____
Serial # _____	Serial # _____
Room # _____	Room # _____

Receiving Statement: My signature verifies that I have the equipment listed above and am using it to conduct school district business. I understand that I will be held responsible for the equipment while it is in my possession. I also understand that it is my responsibility to immediately report to the business office any damages or losses incurred while it is in my possession and I may be asked to replace the equipment.

_____ Employee Signature	_____ Date
_____ Principal/Director	_____ Date
_____ Building Fixed Assets Designee	_____ Date

Return Information

_____ Returning Signature	_____ Date Returned
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I have accepted the returned equipment in an acceptable condition.

_____ Receiving Principal/Director Signature	_____ Date Returned
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Original: Retained by building Fixed Assets Designee
Copy: To be kept in room assigned to with room inventory report

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**GEORGE COUNTY SCHOOL DISTRICT
LOST OR STOLEN PROPERTY AFFIDAVIT**

Location of Property: _____ Date: _____
School/Room #

<u>Description</u>	<u>Asset #</u>	<u>Police Report #</u>	<u>Date Purchased</u>	<u>Cost or Value</u>
_____	_____	_____	_____	_____

Detailed explanation of loss: (Item missing, staff member cannot locate, student did not return, etc. Please include date of discovery and name of person/s the item was assigned to.)

If Chromebook: Completed Chromebook Lost/Stolen Procedure Form is attached.

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

_____ Employee Responsible for Property	_____ Date
_____ Principal/Director	_____ Date
_____ Superintendent	_____ Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for George County, in the State of Mississippi, the above named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this _____ day of _____, 20_____.

Notary Public

PLEASE SEND A COPY OF THIS AFFIDAVIT, TOGETHER WITH APPLICABLE ATTACHMENTS TO THE BUSINESS OFFICE AND SUBMIT A REQUEST TO DISPOSE THROUGH MARATHON. THE FIXED ASSETS CLERK WILL SEND THIS TO THE SUPERINTENDENT’S OFFICE FOR SCHOOL BOARD APPROVAL AFTER CHECKING WITH TECHNOLOGY AND FEDERAL PROGRAMS FOR APPROVAL.

BOARD APPROVED DATE: _____

2026-2027



George County School District
Staff Chromebook Sign Out Form

Staff's School/Dept. _____

Item Description: _____

Model: _____ Serial #: _____

Fixed Asset #: _____

Condition of Item: _____

Assigned to
(School/Room#): _____

Staff Name: _____

Phone number: _____

Checkout Date: _____ Exp. Return Date: _____

I understand I am responsible for the care and upkeep of the above named piece of equipment as public property of George County School District. I understand that it is my responsibility to immediately report to George County School District any damages or losses incurred while this asset is in my possession. I understand that I will be held financially responsible for either the repair or the replacement of the equipment. If equipment is not returned or is damaged beyond repair I will be responsible for the replacement cost as listed on the GCSD Technology Device Fee List.

I understand that while in my possession I will abide by the district's acceptable use policy.

_____	_____
Staff Signature	Date
_____	_____
Signature (Principal/Director)	Date

_____	_____
Signature of Person Returning Equip.	Date Returned

I have accepted the returned equipment in an acceptable condition.

_____	_____
Signature (Principal/Director)	Date

Original: Retained by the Principal/Director responsible for the equipment
 Copy: To be kept in the assigned room with room inventory report

