



TUCSON UNIFIED SCHOOL DISTRICT
Department of Engineering, Facilities and Planning
Asset Management
2050 East Winsett
Tucson, Arizona 85719
(520) 225-4899
(520) 225-4991 (FAX)



TUSD site and department administrators are responsible for conducting the annual physical inventory at their sites.

TUSD's recently adopted Governing Board Policy (DID) and Regulation (DID-R) on Asset Management are available online at <http://intranet/Board%20Policies/home.asp> for more details about the mandatory inventory process. Additional forms and guidelines are also available on our intranet website at http://intranet/facmgt/asset_forms.html.

Please help us keep open communication regarding inventory by:

1. Notifying our office by Monday that you received your inventory listing, and
2. Verifying who will be the primary contact person to conduct your physical inventory.

TUSD PHYSICAL INVENTORY GUIDELINES

- 1) Verify the existence of each item with a check mark (✓) by the Asset ID on your inventory listing.
- 2) Make corrections on the inventory listing if needed, i.e. missing serial number, change description or project code**, etc.

****PeopleSoft does not recognize room numbers. In order to facilitate future inventories at your site, please indicate an identifier within your site that will assist you in locating inventory items during your next physical inventory. We suggest the use of a general location or subject matter such as English, Math, Science, Reading or perhaps a primary user such as Custodian, Nurse, or Counselor. A general location such as Playground, Cafeteria, Portable, Storage, Workroom, etc. is also acceptable.**

- 3) Items that are not included on the inventory listing must be listed as an ADD-ON and attached to the inventory listing.
- 4) Items that cannot be verified should be noted on the inventory listing and must be listed on a PROPERTY LOSS/ DISPOSAL/TRANSFER REPORT (Form 239) documenting a reason the item cannot be verified (e.g. lost, stolen, damaged, transferred, etc.), then signed by the site administrator. Stolen or vandalized items require a POLICE REPORT and THEFT AND DAMAGE REPORT (Form 616) for the item to be removed from your inventory listing.
- 5) **For the results to be considered valid, the site or department administrator must sign and date the inventory listing, as well as the name of who conducted the inventory, and return it to Asset Management by the assigned due date.**

SAMPLE

User ID: PMCFADYE
 Run Control: INVENTORY LISTING
 Program: TAMPI001

TUCSON UNIFIED SCHOOL DISTRICT
 ASSET MANAGEMENT INVENTORY LISTING

Page No. 1189
 Run Date: 03/02/2000
 Run Time: 06:51:37

BUS UNIT	ASSET ID	PROFILE ID	DESCRIPTION	SERIAL NO.	PO#	BUY DEPT	FUND	BUY DATE	QUANTITY	COST	FIN CODE	TAG NUMBER
*	**										***	****
			Location 0000 Your Site or Department									
			++Project 0000 Your Project (Sub-department)									
TUSD1	00004406	COMP COMP		0000216357	000012747	5094	29500	02/29/00	1	1,188.00	FED	
TUSD1	00009861	CAMERA VID	Panasonic Svhs Cam	98167002	395368	5066	61000	04/13/98	1	1,453.06	DIST	.990264..501
STUAX	00000049	BALL MACH	Casey Pitching		5555	5008	52500	04/18/95	1	1,691.00	STUAX	.320999...4
STUFN	00001018	PLR,AUDIO		2895745	141318	5008	85000	01/10/90	1	5,958.00	STFIN	6985999...30

Total 10,290.06

++For Inventory purposes, project code numbers are sub-departments that will place the items in the correct area of your site.

***BUSINESS UNIT**

For financial purposes, in PeopleSoft, the District is divided into four (4) buying Business Units. They are identified as follows:

1. TUSD1 – Main District Purchases
2. STUFN – Student Activities Funds
3. STUAX – Student Operational Funds
4. FOOD1 – Food Service Operational Funds

****ASSET ID**

- Individual ASSET ID numbers are assigned to all new purchases in value of \$1,000 or more.
- All Capital purchases made as of July 1, 1999 must have the appropriate Business Unit and ASSET ID Number affixed to the item.

*****FINANCIAL CODE**

- Identifies by what funding the item was purchased, such as Federal, District, Student Activities, or Student Operations.

******TAG NUMBERS (Old Property Control Numbers)**

- Identifies existing items purchased **PRIOR** TO July 1, 1999. It is not necessary to have the cross-referenced ASSET ID Numbers placed on these items. **Periods as listed on the TAG NUMBER represent zeros.**