

STEWARDSHIP LISTING

The purpose of the Stewardship Listing is to enhance accountability of safeguarding District property and to maintain a listing of specific items with a value of \$200.00 to \$999.99. Equipment listed in this dollar range may require maintenance or may be identified as commonly pilfered.

Asset Management will maintain Stewardship Listings for the following categories under \$1,000.00 in value, but the property will remain the responsibility of the Site or Department Administrator. **The Stewardship Listing is provided to Site or Department Administrators upon request.**

The specific equipment categories in the Stewardship Listing are identified as follows:

Athletic Equipment	Electronic	Kitchen
Audio Visual	Furniture	Musical Instruments
Business Machines	Industrial	Science

Serial Numbers of the above items must be obtained and recorded by the receiving site and forwarded to Asset Management.

All items listed above with a useful life of a year or more with a unit value of \$200.00 and above will be assigned asset I.D. tag numbers, tagged with the business unit and asset I.D. number by the receiving site, and placed in the Stewardship Listing for tracking and Inventory Listing purposes, ***with the exception of furniture.***

Furniture with a unit value of \$300.00 or more will be assigned individual asset I.D. tag numbers, tagged with the business unit and asset I.D. number by the receiving site, and tracked.

Furniture with a unit value of \$299.99 and under will not be assigned asset I.D. numbers. The receiving site will be responsible for marking these items as TUSD Property.

Asset Management recommends a physical inventory of all stewardship items be conducted every three (3) years.

This process will assist in future disposal activities and develop accountability through a more accurate and complete inventory listing at each site.

ALL EQUIPMENT MUST BE TAGGED AS "TUSD PROPERTY"