

**AMEND BOARD REPORT 99-0421-PO4  
POLICY ON THE MAINTENANCE AND DISPOSAL OF FIXED ASSETS**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

~~Rescind Board Report 88-0928-PO2 ("General Fixed Assets") Amend Board Report 99-0421-PO4 and~~

adopt Policy on the Maintenance and Disposal of Fixed Assets.

**PURPOSE:**

~~The "Policy on the Maintenance and Disposal of Fixed Assets" represents a~~

At the end of the fiscal year, the unit administrator in charge of a school shall review ~~the Equipment and Furniture Register for accuracy, sign, keep one copy, and forward copies to the Region Business Manager, the Bureau of General Accounting of the Office of School Financial Services, and the Bureau of~~

~~Asset Management of the Department of Operations. At the end of the fiscal year, administrators in charge of Region offices and Central Service Center departments shall review their Equipment and Furniture Registers~~ his/her Asset Registers for accuracy, sign, keep one copy, and forward copies to the Bureau of General Accounting of the Office of School Financial Services and the Bureau of Asset Management of the Department of Operations. Each school unit shall provide a copy to their Area Office Business Manager.

All ~~fixed~~ assets purchased by or donated to CPS ~~the school, region, or department~~ and in functional use

For a student to participate in the lottery, the student must: (1) participate in school programs; (2) have maintained excellent attendance; and (3) have maintained good behavior, with no major infractions. The loan of this obsolete computer equipment is to be limited to one computer with one family member.

years. The loan is to be a one-year loan to the parent/guardian for the school

year, and renewable annually at the option of the principal for a total maximum of three school-years.

Schools Units are to record the temporary transfer of the computer equipment as a "loan to (name of parent/guardian)" on their inventories Asset Register.

6

The Bureau of Asset Management and the Bureau of General Accounting are to

Register fixed-asset inventories are to be forwarded to the Bureau of Asset



