



---

## 13.0 Asset Management Policy

### 14.1 Asset Management Policy

### 14.2 Asset Disposal Form

#### 14.1 Asset Management Policy

##### 1. Disposal of Property and Equipment

Watershed Public Charter School follows a standard disposition procedure for the staff to follow, which includes an *Asset Disposal Form*, which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial. When property is retired, the appropriate inventory and accounts will be adjusted and properly reflected in the general ledger. No item of property or equipment shall be removed from the premises without prior approval of the WPCS Executive Director or School Administrator. When property is removed it should be disposed of in the most environmentally friendly manner possible, be that donation, t-requisition through BCPS or reuse/ recycling.

##### 2. Property & Equipment Acquired Through Government Grants/Contracts

To assure that property and equipment are properly obtained, used, and managed during the performance of government grants or contracts, an inventory will be made of all property.

Property obtained with public or private grants will be tagged so that it can be linked to the source of funding.

The inventory is maintained by the Administrative Secretary. The inventory must include:

- Item description
- Serial number
- Location
- Purchase cost
- Source of funding

- Condition/current use

The inventory will be updated annually/biannually to note any changes and identify any property that needs to be disposed of.

All property and equipment, when not in use, is stored in a secure area.

## 14.2 Asset Disposal Form

### WATERSHED PUBLIC CHARTER SCHOOL ASSET DISPOSAL FORM

	Tag #	Asset Description	Book Value	Condition	Fair Market Value	Disposal or Sale
1						
2						
3						
4						
5						

Requestor (Name):	
Signature:	Date

WPCS Executive Director Approval (Name):	
Signature:	Date

School Administrator Approval (Name):	
Signature:	Date

NOTE: If the capital assets above were originally purchased by grant funding, ensure that grant disposal policies are followed.

#### **Business Office Use Only**

**Account Number:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

Notes:
--------

File: Grant file, Business/operations office.