



**TITLE:** Inventory of Student Body Owned Equipment  
**NUMBER:** BUL-6622.0  
**ISSUER:** V. Luis Buendia  
Controller  
**DATE:** November 30, 2015

**ROUTING**  
Local District  
Operations Admin.  
Principals  
Financial Managers  
School  
Administrative  
Assistants

**PURPOSE:** The purpose of this Bulletin is to provide procedures for the preparation of the Associated Student Body (ASB) Equipment Inventory.

**MAJOR CHANGES** None

**INSTRUCTIONS:** I. INTRODUCTION

On an annual basis, each school’s ASB must complete an inventory of student body owned equipment.

Attached are blank copies of the Inventory of Student Body Equipment for all schools, Attachment A, Form 30.10. This form should be completed by the financial manager of each Secondary or Adult School, and the SAA of each Elementary School, Continuation High School, Opportunity, and Special Education School.

One completed copy should be submitted by July 31<sup>st</sup> of each year to the Auxiliary Services Trust Fund, Beaudry Building, 26<sup>th</sup> Floor, and a copy maintained at the school site.

II. PROCEDURE FOR PREPARING EQUIPMENT INVENTORY

Include in the equipment inventory only those items over \$500 purchased with student body funds.

List all ASB equipment by categories as indicated on attachment A, Form 30.10. If necessary, additional pages may be attached to the forms. Please show the total of all equipment on the last page of the attachment.

For Secondary and Adult School, this total should agree with the total of the equipment inventory cards and with the equipment inventory control and reserve accounts. It is suggested that a copy of the original invoice be



attached to the equipment inventory cards.

### III. ASB SELF-INSURANCE FUND FOR THEFTS

Schools must take every precaution to safeguard ASB property. In the past, ASB's were assessed a self-insurance fee to maintain this fund for theft and losses claim, but this practice has been discontinued. Instead the Auxiliary Service Trust Fund now maintains a self-insurance fund to cover losses due to theft for all ASB's. However, when the fund is depleted, claims will no longer be processed.

Claims are paid based on 75% of the purchase price of the equipment and are limited to a maximum amount of \$5,000 less a \$200 deductible. Equipment must be listed on the annual inventory list that is submitted to the Auxiliary Services Trust Fund. Claims must be accompanied by a school police report which includes a detailed description of items stolen and indicates that there were signs of forced entry.

In order to facilitate the processing of claims and claim payments from the Student Body Self-Insurance Fund in case of a loss, and for recovery of stolen property, it is important that the MODEL, SERIAL NUMBER AND DATE PURCHASED are available and are included on the inventory equipment listing. If a piece of equipment has no serial number, please indicate "none" in that column but provide all the remaining information.

### IV. DUE DATE

- July 31<sup>st</sup> of each year.

**RELATED  
RESOURCES:**

Publications 464, 465 and 469.

**ASSISTANCE:**

For assistance or further information please contact your Coordinating Financial Manager.

# Inventory of Student Body (ASB) Equipment

School: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Category: *Athletics*

Qty	Item	Location	Make & Model	Serial #	Date Purchased	Check #	\$ Amount	Equipment Condition (X)				Person Responsible	Signature	
								Good	Bad	Discarded	Stolen			
							<b>GRAND TOTAL</b>							

# Inventory of Student Body (ASB) Equipment

School: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Category: *Music*

Qty	Item	Location	Make & Model	Serial #	Date Purchased	Check #	\$ Amount	Equipment Condition (X)				Person Responsible	Signature
								Good	Bad	Discarded	Stolen		
<b>GRAND TOTAL</b>													

# Inventory of Student Body (ASB) Equipment

School: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Category: *Computer & Accessories*

Qty	Item	Location	Make & Model	Serial #	Date Purchased	Check #	\$ Amount	Equipment Condition (X)				Person Responsible	Signature
								Good	Bad	Discarded	Stolen		
<b>GRAND TOTAL</b>													

# Inventory of Student Body (ASB) Equipment

School: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Category: *Office Machines*

Qty	Item	Location	Make & Model	Serial #	Date Purchased	Check #	\$ Amount	Equipment Condition (X)				Person Responsible	Signature
								Good	Bad	Discarded	Stolen		
<b>GRAND TOTAL</b>													

# Inventory of Student Body (ASB) Equipment

School: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Category: *Other Equipment (Furniture, Fixture, Fitting etc.)*

Qty	Item	Location	Make & Model	Serial #	Date Purchased	Check #	\$ Amount	Equipment Condition (X)				Person Responsible	Signature
								Good	Bad	Discarded	Stolen		
<b>GRAND TOTAL</b>													