

 Tucson, Arizona POLICY EXHIBIT	POLICY TITLE: Asset Management
	POLICY CODE: DID - E
	LEAD DEPARTMENTS: Facilities & Finance

The following Asset Management forms mentioned in DID – R are all available on TUSD’s Facilities Management Department Intranet Website at http://intranet/facmgt/asset_forms.html:

Capital Equipment Disposal Request

(Form #660)

Utilized by all sites to pick up equipment for evaluation by the appropriate Facilities Management Shop.

Equipment Delivery Receipt

Utilized by Property & Furniture Control and other Facilities Management Shops to document the delivery of new furniture and equipment.

Equipment Donation Form

Utilized by all sites to process gifts and donations of furniture or equipment to the district by outside sources or organizations.

New and Additional Furniture Form

Utilized by all sites to add verified items that are not on the current inventory listing.

Physical Inventory

Utilized by all sites to document all items physically verified.

Project Code Descriptions

Utilized by all sites to separate the inventory listing by projects & departments.

Property Loss / Disposal / Transfer Report

Utilized by all sites to document assets that are traded, transferred, lost, destroyed, obsolete, surplus, or repaired and returned.

Theft and Damage Report

Utilized by all sites to document vandalism, fire, wind or rain damage, burglary or theft. Theft reports must include a Police Case Number per incident.