



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Inventory of Student Body Owned Equipment

NUMBER: REF-2633.2

ISSUER: Jeanne Marmalefsky, Director
School Fiscal Services Division

DATE: June 15, 2009

Due: June 26, 2009 for Elementary Schools
July 17, 2009 for Secondary/Adult Schools

ROUTING
Local District
Superintendent
Principals
Financial Managers
School
Administrative
Assistants

PURPOSE: The purpose of this Reference Guide is to provide procedures for the preparation of Student Body Equipment Inventory.

MAJOR CHANGES None

INSTRUCTIONS: I. INTRODUCTION

On an annual basis, each school’s student body must complete an inventory of student body owned equipment. The information contained in the inventory document will be used to substantiate any insurance loss claims.

Attached is one blank copy of the Inventory of Student Body Equipment for Secondary/Adult Schools (Attachment A, Form 30.10) and for Elementary Schools (Attachment B, Form 30.15). These forms should be completed by the financial manager of each secondary/adult school and the SAA of each elementary school, continuation high school, special education school, and primary centers annually.

One completed copy should be submitted to Auxiliary Services Trust Fund, Beaudry Building, 26th Floor, Room 137-3 by June 26, 2009 for Elementary Schools and July 17, 2009 for Secondary/Adult Schools.

II. PROCEDURE FOR PREPARING EQUIPMENT INVENTORY

Include in the equipment inventory only those items over \$500 which are owned by the student body. Do not include equipment owned by, or where title has been transferred to, the Board of Education, faculty, PTA or individuals.

An alphabetically arranged listing of major categories of equipment items is preprinted on Forms 30.10 and 30.15. Additional items not falling within the preprinted categories should be added on blank lines. If necessary, additional



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

pages may be attached to the preprinted forms. Please show the total of all equipment on the last page of the attachment. This total should agree with the total of the equipment inventory cards and with the equipment inventory control and reserve accounts on the secondary student body books. It is suggested that a copy of the original invoice be attached to the equipment inventory cards.

In order to facilitate the processing of claims and claim payments by 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.

III. INSURANCE

The Student Body SELF-INSURANCE PROGRAM assesses all schools to cover student body equipment. This contribution may increase/decrease depending upon the level of claims filed and reimbursed.

Claims are paid based on 75% of the purchase price of the equipment or supplies and are limited to a maximum amount of \$5,000 less a \$200 deductible. Schools must take every precaution to safeguard their property to minimize the contribution charges. Claims must be accompanied by a school police report (or the police report number.) The police report must include a detailed description of items stolen and indicate that there were signs of forced entry.

IV. DUE DATES

- 06/26/09 (Elementary) Inventory of Student Body Equipment
07/17/09 (Secondary/Adult)

Publication 464, 465, and 469.

RELATED RESOURCES:

ASSISTANCE:

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

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| ORIGINAL--Student Body Fiscal Services |
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Los Angeles Unified School District
Student Body Finance Section
2008-09 INVENTORY OF STUDENT BODY EQUIPMENT
SECONDARY/ADULT SCHOOLS

| QUANTITY | ITEMS | MANUFACTURER'S NAME OR MAKE | MODEL | SERIAL NO. | DATE PURCHASED | PURCHASE PRICE |
|----------|-------------------------|--------------------------------|-------|------------|-------------------|-------------------|
| | Adding Machine | | | | | |
| | Athletic Equipment φ | | | | | |
| | Bleachers | | | | | |
| | Bookcase | | | | | |
| | Cameras | | | | | |
| | Cases, Display | | | | | |
| | Cash Register | | | | | |
| | Chairs | | | | | |
| | Choir Robes | | | | | |
| | Coin Counter ø | | | | | |
| | Coin wrapper ø | | | | | |
| | Computer & Peripherals* | | | | | |
| | Computer Program** | | | | | |

_____ Date

_____ SCHOOL

φ Athletic Equipment – Show total only. –Training equipment over \$100 each.
 ø If owned only by Student Body .(Do not Include Items purchased on 50/50 basis)
 *Computer & Peripherals—Show total only. Itemize on separate sheet and attach to inventory
 ** Computer Program--- Show total only. Itemize on separate sheet and attach to inventory

2008-09 INVENTORY OF STUDENT BODY EQUIPMENT
SECONDARY/ADULT SCHOOLS

| QUANTITY | ITEMS | MANUFACTURER'S NAME OR MAKE | MODEL | SERIAL NO. | DATE PURCHASED | PURCHASE |
|----------|--------------------------|--------------------------------|-------|------------|-------------------|----------|
| | | | | | | PRICE |
| | Copier, Scanner, Fax | | | | | |
| | Currency Counter | | | | | |
| | Desks | | | | | |
| | Draperies | | | | | |
| | Duplication Machine | | | | | |
| | Fan | | | | | |
| | Filing Cabinet | | | | | |
| | Machine, numbering | | | | | |
| | Microphone | | | | | |
| | Musical Instruments & | | | | | |
| | Organ | | | | | |
| | Piano | | | | | |
| | Picture Frames | | | | | |
| | Pictures & Art Objects** | | | | | |
| | Projector | | | | | |
| | Printer | | | | | |

Date

SCHOOL

& Musical Instruments- Show total only. Itemize on separate sheet and attach to inventory.

** Pictures- Itemize and attach a sheet for all items which cost more than \$100.

2008-09 INVENTORY OF STUDENT BODY EQUIPMENT
SECONDARY/ADULT SCHOOLS

| QUANTITY | ITEMS | MANUFACTURER'S NAME OR MAKE | MODEL | SERIAL NO. | DATE PURCHASED | PURCHASE PRICE |
|----------|-------------------------------------|--------------------------------|-------|------------|-------------------|-------------------|
| | Public address system (Portable) | | | | | |
| | Radios | | | | | |
| | Record Player/Cassette Player/CD | | | | | |
| | Safe θ | | | | | |
| | Score Board | | | | | |
| | Screens, picture | | | | | |
| | Stage Equipment ζ | | | | | |
| | Tables | | | | | |
| | Typewriter | | | | | |
| | Uniforms, Band | | | | | |
| | Uniforms, Drill Team | | | | | |
| | VCR/DVD | | | | | |
| | | | | | | |

Date

SCHOOL

θ If owned only by Student Body.(Do not include items purchased on 50/50 basis).

ζ Stage Equipment-Show total only and retain list at school.

2008-09 INVENTORY OF STUDENT BODY EQUIPMENT
SECONDARY/ADULT SCHOOLS

| QUANTITY | ITEMS | MANUFACTURER'S NAME OR MAKE | MODEL | SERIAL NO. | DATE PURCHASED | PURCHASE PRICE |
|----------|-------|--------------------------------|-------|------------|-------------------|-------------------|
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TOTAL \$

School

Signature

Date

Title

ORIGINAL--Student
Body Fiscal Services

Los Angeles Unified School District
Student Body Finance Section

2008-09 INVENTORY OF STUDENT BODY EQUIPMENT
ELEMENTARY SCHOOLS

| QUANTITY | ITEMS | MANUFACTURER'S NAME OR MAKE | MODEL | SERIAL NO. | DATE PURCHASED | PURCHASE PRICE |
|----------|--------------------------|-----------------------------|-------|------------|----------------|----------------|
| | Cameras | | | | | |
| | CD/Cassette/Radio Player | | | | | |
| | Copying Machine | | | | | |
| | Draperies | | | | | |
| | Earphones | | | | | |
| | Microphone | | | | | |
| | Musical Instruments & | | | | | |
| | Piano | | | | | |
| | Pictures ** | | | | | |
| | Printer/Scanner/Fax | | | | | |
| | Projector | | | | | |
| | Radio | | | | | |
| | VCR/DVD | | | | | |
| | | | | | | |
| | | | | | | |

_____ Date

_____ Elementary School

& Musical Instruments – Show total only. Itemize on separate sheet and attach to inventory.
 **Pictures-- Itemize and attach a sheet for all items valued at more than \$100. All items valued at less than \$100 may be grouped together in one total.

2008-09 INVENTORY OF STUDENT BODY EQUIPMENT
ELEMENTARY SCHOOLS

| QUANTITY | ITEMS | MANUFACTURER'S NAME OR MAKE | MODEL | SERIAL NO. | DATE PURCHASED | PURCHASE PRICE |
|----------|------------------|--------------------------------|-------|------------|-------------------|-------------------|
| | Screens, Picture | | | | | |
| | Television | | | | | |
| | Miscellaneous | | | | | |
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TOTAL \$

_____ Date

Signature Principal/Assistant Principal

Elementary School