

**SUBJECT: PERSONAL PROPERTY ACCOUNTABILITY**

**I. Definition of Personal Property**

- **Personal Property** – All tangible personal property of the Board of Cooperative Educational Services that is not consumable and has a useful life of one year or more, including, but not limited to equipment, supplies, parts, vehicles and materials, provided that such term shall not include buildings or other real property or equipment, which is permanently affixed to real property, or leases, notes or other written instruments.
- **Valuable Personal Property** – Personal property which has a unit resale value of \$500 or more, and supplies, parts or materials which are disposed of in lots having an aggregate resale value of \$500 or more.
- **Surplus Personal Property** – Personal property which has not known immediate or currently foreseeable use to the Board of Cooperative Educational Services.

**II. Acquisition of Personal Property by Purchases**

See Policy 4060 which sets forth the policy and procedures of the WSWHE BOCES Board of Education to meet the requirements of General Municipal Law, section 104-b, as well as the requirements of General Municipal Law, section 103.

**III. Acquisition of Personal Property by Gift**

**1. Acceptance of gifts.**

Only the Board of Education may accept on behalf of the BOCES gifts of either money or merchandise, including surplus property and property donated to the BOCES by bequest of devise in a will or trust instrument, that in the view of the cooperative board add to the overall welfare of the BOCES. The BOCES will not consider the acceptance of a gift until the offer is made in writing

**2. Accounting for gifts.**

- a. All donations will be acknowledged in writing by the department receiving the gift.
- b. Gifts of money shall be annually accounted for in the general fund or in the trust and agency account.
- c. All gifts shall become the sole property of the BOCES.
- d. When a donated personal property item is valued at \$500 or more, the District

Superintendent's designee will add the item to the perpetual inventory maintained by the BOCES.

#### **IV. Perpetual Inventory of All Personal Property**

A perpetual inventory of all personal property owned by the BOCES will be maintained in accordance with the following criteria:

- Property that is not consumable, with
- An estimated life of one year or more, and
- A unit resale value or initial cost of at least \$500.

At his/her discretion, the District Superintendent's designee may also include in the inventory, items of property with a resale value or initial cost of less than \$500.

Each year, the data on all personal property included in the inventory will be verified by designated staff members employed by the BOCES. The inventory will generally consist of property defined as valuable personal property.

#### **V. Disposition of Personal Property**

##### Property Less Than \$500

When personal property owned by the BOCES becomes worn out, obsolete, surplus or otherwise unusable, the District Superintendent or his/her designee may authorize the disposal of such property in a manner that is to the best advantage of the organization, provided the unit value of the item is not more than \$500 nor the total value of all the items of similar nature more than \$500.

##### Property In Excess of \$500 Located in School Districts

Ownership of BOCES asset tagged computers, copiers and related technology equipment in local component school districts, will be transferred to the component school districts at the end of 3 years, or at the end of the financing period, whichever is longer. Therefore the BOCES will not be required to have the Board approve the surplus and disposition of these assets.

At the time of the transfer of ownership, such assets shall be eliminated from the WSWHE BOCES inventory and each component school district will be furnished an itemized list of the computers and equipment located in their district. Upon transfer of ownership; maintenance, related supply costs, and insurance coverage will be the responsibility of the component school district.

##### Property In Excess of \$500 Located at BOCES

Items with a value in excess of \$500 will be submitted for Board of Education approval and then disposed of in accordance with established policy and procedures. Valuable

personal property will be sold to the highest bidder. However, property which is determined not to be marketable because it is damaged or in poor condition or is obsolete and has proven not to be marketable after at least one prior attempt at competitive bidding or has no or little value will be exempt from the bidding procedure. Such obsolete property may be disposed of in one of the following ways:

- ❑ Offered for sale through first come basis at a fixed cost;
- ❑ Used as a trade-in on new property;
- ❑ Sold through a negotiated sale; purchaser may not be an officer or employee of the BOCES;
- ❑ Sold as scrap to local dealers;
- ❑ Sold on consignment;
- ❑ Taken to a landfill or approved disposal site.

No employee of the BOCES shall dispose or cause to be disposed of any property belonging to the BOCES through any procedure other than that authorized herein. The District Superintendent's designee shall oversee the procedure for disposal of all BOCES personal property. All disposed personal property will be deleted from the perpetual inventory.

Proceeds from the authorized sale of personal property will be designated as revenue to the Administrative Budget unless specifically assigned for another purpose in accordance with law or Board of Education resolution.

## **VI. Miscellaneous Provisions**

BOCES owned property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain unless it is part of an approved class project during regular school hours.

Any employee who shall willfully violate any of the provisions of this policy may be dismissed, suspended, fined or reprimanded by the BOCES subject to any applicable law, rule, regulation, or contractual requirement.

The District Superintendent shall be responsible for the enforcement of this policy and shall designate other administrative staff who are authorized to take action in accordance with such policy, when appropriate.

The BOCES shall annually review this policy and make any amendments it deems necessary. Any such amended policy shall be submitted to the Commissioner for approval within 30 days of its adoption by the BOCES as required by Section 170.3 of the Regulations of the Commissioner of Education.

**Adopted: February 13, 2002**  
**Revised: August 8, 2018**

