

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-46</b>
<b>Subject:</b> <b>PROPERTY ASSIGNED TO FCPS EMPLOYEES - PROCEDURES FOR ISSUANCE AND RETURN</b>	<b>Date of Issue:</b> <u>8/1/96</u> <b>Rescission:</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Effective Date:</b> <b>8/1/96</b>

I. Policy

II. Procedures

- A. All FCPS property valued at more than \$50 (individually or as a set) which is issued to an employee must be recorded on a FCPS Receipt for Property form if it is to leave FCPS premises. Property assigned for use within the building, or property which was previously assigned, may be issued on the Receipt for Property form at the discretion of the manager/administrator. FCPS property may not be taken from FCPS premises without authorization and completion of a Receipt for Property form.

The form will reflect any property accountability numbers assigned to the property being issued. Once completed, these forms must be maintained by the person signing the annual physical inventory (see chapter 4 of the Property Accountability Manual). The property can then be reconciled with the inventory.

Any employees transferring, retiring, or otherwise severing employment with FCPS must account for and return property assigned to them. Failure to do so will be reported immediately to the comptroller. The comptroller will withhold wages equal to the current value of the property.

- B. Initial assignment of FCPS property to an employee as described above.

1. Property will be assigned to regular and/or F-47 employees on the Receipt for Property (attached). You may request copies of this form by calling the warehouse.
2. Upon acceptance by signature on the Receipt for Property, the employee accepts personal financial responsibility for the loss of, or damage (due to misuse/abuse as determined by the manager/principal) to, property listed on the form.
3. A copy of the Receipt for Property will be maintained by the employee's supervisor. A second copy will be forwarded to the manager with signature authority for the annual inventory. A third copy will be provided to the employee after signing.
4. Property assigned to a ten month employee will reflect a due date at the end of the ten month work year.

- C. Voluntary or Involuntary Employment Transfers

1. Each supervisor must complete the Employee Check-out Procedure form (attached) prior to an employee's last work day in that building. Copies of this form may be obtained by calling the warehouse.

2. The supervisor who completes the Employee Check-out Procedure will maintain the completed form in their records for at least 12 months.
3. The supervisor shall notify the comptroller if the employee fails to return property (for which he or she has signed a Receipt for Property form) prior to leaving the building for the new assignment or if assigned property is damaged (due to misuse/abuse as determined by the manager/principal). A copy of the Receipt for Property form should be forwarded to the comptroller as part of this notice. The comptroller will withhold the current value of the lost or damaged property.

D. Severance of Employment

1. Severance of employment includes resignation, retirement, or termination.
2. The supervisor will complete the Employee Check-out Procedure form prior to an employee's last day of work. You may request copies of this form by calling the warehouse.
3. The supervisor who completes the Employee Check-out Procedure will maintain the completed form in their records for at least 12 months.
4. The supervisor shall notify the comptroller if the employee fails to return property (for which he or she has signed a Receipt for Property form) prior to severance of employment or if assigned property is damaged (due to misuse/abuse as determined by the manager/principal). A copy of the Receipt for Property form should be forwarded to the comptroller as part of this notice. The comptroller will withhold the current value of the lost or damaged property.

Approved:

Jack D. Dale  
Superintendent

<b>FCPS RECEIPT FOR PROPERTY</b> (A separate card shall be filled out each time property is issued.)				Issued to:		Issued by:	
				Building:			
Property #	Serial Number	Quantiv	Description of Property	Issue Date	Date Due		
I understand that I am personally responsible for the property listed above and that I shall be held financially liable for its loss or damage (due to misuse or abuse as determined by the Manager or Supervisor). I must return all FCPS property assigned to me before I transfer, retire, or sever employment. If I fail to do so, or the property has been damaged, the value of such property will be withheld from my wages.							
				(Employee Signature)		(Date)	
White copy - Manager with signature control for inventory				Yellow copy - Supervisor		Pink copy - Employee	

### Employee Check-Out Procedure

FCPS employee supervisors must complete the checklist below whenever an employee transfers, retires, resigns, or otherwise severs employment with the Frederick County Public Schools. The completed form is to be retained by the supervisor.

(Name of Employee)	(Employee's Position Title)
(Reason for Leaving)	(Final Work Day)
(Supervisor's Signature)	(Date Signed)
% done	Supervisor's Action Item
	If the employee is resigning or retiring has the employee given you written notice in accordance with the appropriate negotiated agreement? For support employees, please forward a copy of the resignation and a completed Personnel Action Form (PAF) to the Support Personnel Officer.
	If the employee has a computer account such as HP desk, you should contact the FCPS Computer Systems Analyst, at 694-1534 to terminate the account.
	Review FCPS Receipts for Property. Ensure all assigned property is accounted for and returned prior to the employee's departure. If not, or if the property has been damaged due to misuse or abuse, notify the FCPS Comptroller's office at 694-1839.
	<p>In addition to items listed on the FCPS Receipt for Property, ensure that the employee returns any of the following FCPS property:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> keys</li> <li><input type="checkbox"/> hand tools/equipment</li> <li><input type="checkbox"/> credit card(s)</li> <li><input type="checkbox"/> I.D. card(s)/badge(s)</li> <li><input type="checkbox"/> vehicle(s)</li> <li><input type="checkbox"/> work materials</li> <li><input type="checkbox"/> FCPS documents</li> <li><input type="checkbox"/> computer disks/files</li> <li><input type="checkbox"/> pager</li> <li><input type="checkbox"/> walkie talkie</li> <li><input type="checkbox"/> computer equipment</li> <li><input type="checkbox"/> books/videos</li> <li><input type="checkbox"/> files</li> <li><input type="checkbox"/> money</li> </ul>