



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

FAM 3.12:	Asset Movement
Purpose:	This procedure establishes guidelines for asset movements which include but are not limited to, asset movements within Schools/Activity Centers, between Schools/Activity Centers and authorization for Home Use.
Definitions:	<p>1. <u>Transfer of Property</u> - Assets which are transferred from one room/office or from one campus to another must be recorded on a Transfer of Property form. The completed form must be submitted to VIDE the FAMD. A copy must be retained in the Equipment Inventory Binder (for both transferor and transferee when applicable). Transfer of ownership is not complete until transfer of property forms have been approved by the FAMD. Upon approval, ownership will be updated in MUNIS.</p> <p><u>Temporary Assignment of Property</u> - Assets removed from campus temporarily must be documented on a Temporary Assignment of Property form. This applies to equipment removed from campus for repair or loaned to another school/activity center. The completed form must be retained in the Equipment Inventory Binder.</p> <p>2. <u>Home Use Authorization (Off Campus Equipment Use)</u> - Assets which are used at home or off the assigned campus must be approved by school/activity center Principal or Director. The completed form must be retained in the Equipment Inventory Binder.</p>
Abbreviations:	<p>FAMD – Fixed Asset Management Division GVI – Government of the Virgin Islands VIDE –Virgin Islands Department of Education</p>
Policy:	<ol style="list-style-type: none"> Assets must not be removed from their assigned location. Individuals transferring from one school/activity center to another shall not remove assets from the location they are transferring from. All asset movements (Temporary or Permanent) must be documented and submitted to the FAMD within one (1) business day of the movement. VIDE Federal MUNIS is the fixed asset system of record. The preparation and submission of asset movement paperwork (i.e. Transfer of Property, Temporary Assignment of Property and Home Use Forms) is the sole responsibility of the Principal/Director of the school/activity center. Failure to perform this necessary task will adversely affect the fixed asset system of record and cause the



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

	<p>respective school/activity center or individual to incur cost.</p> <ol style="list-style-type: none"> 6. VIDE staff not adhering to this policy will be held accountable for the cost associated with replacing any lost, stolen or damaged equipment. 7. All forms must be approved and signed by the school principal/activity center director. 8. Once an asset movement takes place the signed form must be emailed to the centralized FAMD mailbox and filed in the Equipment Inventory Binder. 9. All assets issued Home Use Authorization, must be returned to the respective custodian at the end of the school year. 10. If there is a need for an asset(s) to be used by a different program permanently, it requires prior approval of the State Federal Grants Office. In instances where sub-grantees' programs no longer exist, the equipment must be transferred back to the VIDE.
Procedure:	
<p><u>Transfer of Property within a School/Activity Center</u></p> <ol style="list-style-type: none"> 1. The School Principal/Activity Center Director completes and signs a Transfer of Property form (See Form #DPP-TP-7-73 Revised 03-17-08) for assets being moved to a new floor/room number. 2. Completed forms are emailed to the centralized FAMD mailbox (fixedassetmgt@doe.vi) with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and filed in the Equipment Inventory Binder. 3. The FAMD updates the asset location in MUNIS within two (2) business days of receipt. 4. The FAMD will email confirmation to the Principal/Activity Center Director and Insular Superintendent/Assistant Commissioner of Operations that the asset has been updated in MUNIS. 5. The completed Transfer of Property Form must be: <ol style="list-style-type: none"> a. Scanned <ol style="list-style-type: none"> i. File softcopy in the respective School/Activity Center FAMD network folder ii. File hardcopy in the respective School/Activity Center folder <p><u>Transfer of Property Between Two Schools/Activity Centers</u></p> <p>Note: If there is a need for an asset(s) to be used by a different program permanently, it requires prior approval of the State Federal Grants Office. In instances where sub-grantees' programs no longer exist, the equipment must be transferred back to the VIDE.</p> <ol style="list-style-type: none"> 1. The School Principal or Activity Center Director where the asset resides (Transferor) completes and signs a Transfer of Property form (See Form #DPP-TP-7-73 Revised 03-17-08) for assets being moved to a new location. 2. Completed forms are emailed to the school/activity center receiving the asset 	



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

(Transferee) for review and signature.

3. The transferee completes and emails the form to the FAMD centralized mailbox (fixedassetmgt@doe.vi) and the transferor with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and files in the Federal Purchased Equipment Inventory Binder (*Note: Both Principals/Activity Center Directors must have the signed form in their Equipment Inventory Binder*).
4. The FAMD updates the asset location in MUNIS within two (2) business days of receipt.
5. The FAMD will email confirmation to the Principals/Activity Center Directors for both locations (Transferor and Transferee) and Insular Superintendent/Assistant Commissioner that the asset has been updated in MUNIS.
6. The completed Transfer of Property Form must be:
 - a. Scanned
 - i. File softcopy in the respective School/Activity Center FAMD network folder
 - ii. File hardcopy in the respective School/Activity Center folder

Temporary Assignment of Property

1. The School Principal/Activity Center Director where the asset resides (Assignor) completes and signs a Temporary Assignment of Property form (See **Form #DPP-TAP-3-08**) for assets being moved temporarily.
2. Completed forms are emailed to the location receiving the asset (Assignee) for review and signature.
3. The assignee completes and emails the form to the FAMD centralized mailbox (fixedassetmgt@doe.vi) and the transferor with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and files the form in the Equipment Inventory Binder (*Note: Both Principals/Activity Center Directors must have the signed form in their Equipment Inventory Binder*).
4. Upon return of equipment, the Assignor will note on the bottom of the form: "Equipment Returned" + the date and signature (ex. "Equipment Returned 08/21/12 *John Doe*").
5. Completed forms are retained on file in the Equipment Inventory Binder at the school/activity center, with a copy provided to the Assignee.
6. The assignor emails the form to the FAMD centralized mailbox (fixedassetmgt@doe.vi) and the assignee with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and files the form in the Equipment Inventory Binder.
7. The completed Temporary Assignment of Property Form must be:
 - a. Scanned
 - i. File softcopy in the respective School/Activity Center FAMD network folder
 - ii. File hardcopy in the respective location folder

Home Use Authorization

1. The School Principal/Activity Center Director where the asset resides completes and signs a Home Use Authorization Form (See **Form No. DP P-HUA-04-04**).



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

2. The School Principal/Activity Center Director must provide justification for home use. The asset description, asset number and serial number must be indicated on the form.
3. Principal/ Activity Center Director and the VIDE staff member being granted the home use authorization, must sign the form.
4. The Principal/Activity Center Director emails the form to the FAMD centralized mailbox (fixedassetmgt@doe.vi) with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and files in the Equipment Inventory Binder.
5. The FAMD updates the Home Use Authorization in MUNIS within two (2) business days of receipt.
 - a. In the "Location Memo" field FAMD will note "Home Use Auth".
6. The FAMD will email confirmation to the Principal/Activity Center Director and Insular Superintendent/Assistant Commissioner of Operations that the asset has been updated in MUNIS.
7. Upon return of equipment, the Home Use Authorization form should be dated and signed by both the equipment user and the School Principal/Activity Center Director:
 - a. The Principal/Activity Center Director emails the form to the FAMD centralized mailbox (fixedassetmgt@doe.vi) with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and files in the Equipment Inventory Binder.
 - b. The FAMD updates the Home Use Authorization in MUNIS within two (2) business days of receipt.
 - i. In the "Location Memo" field FAMD will remove the note "Home Use Auth".
 - c. The FAMD will email confirmation to the Principal/Activity Center Director and Insular Superintendent/Assistant Commissioner of Operations that the asset has been updated in MUNIS.
8. The completed Home Use Authorization Form must be:
 - a. Scanned
 - i. File softcopy in the respective School/Activity Center FAMD network folder
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THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

Version Control:

Modification Date	Modification Reason	Modified By
04/08/2013	Update procedures to include FAMD centralized email address	Ivan Bunns