



BULLETIN

PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS

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May 1, 2026

Date

Financial Services

Originating Office

Retain

Cancellation Date

TO: Division Chiefs
Associate Superintendents
Principals
Account Managers

FROM: Chief Financial Officer

SUBJECT: Assets Operating Manual (Revised) and Responsibility for Recording, Controlling and Reporting on Inventoried and Capitalized Fixed Assets and Physical Inventory.

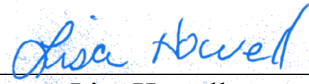
1. **PURPOSE:** To distribute the revised edition of the Assets Operating Manual, which addresses our overall asset management procedures as well as the division of responsibility for recording, controlling, reporting capital (fixed) assets, inventoried assets, physical inventory and technology devices/equipment owned by Prince George’s County Public Schools (PGCPS).
2. **RESPONSIBILITY:** The recording, reporting, and control of Oracle Fixed Assets, including inventoried and capitalized (depreciable) fixed assets, as well as physical inventory and tagging, are shared the Accounting and Financial Reporting Office’s Oracle Fixed Assets and Inventory Control Specialists. The information Technology Division oversees technology devices and equipment, handling receipt, tagging and physical inventory through its Hardware Inventory Team, with Technology Distribution Centers, and Technology Repair Facility staff.
3. **ASSET MANAGEMENT SYSTEM (AMS) - RECEIPT AND TAGGING OF ASSETS:** Assets will be received at either a TDC, Technology Repair Facility (for students’ devices) or at the facility where the asset will be utilized, depending on type.

All computer and technology-related equipment procured by PGCPS, regardless of cost, should be shipped to a Technology Distribution Center (TDC) or Technology Repair Facility (for student’s devices), where it is barcoded, inventoried in the Asset Management System and provisioned. Staff is required to accept the asset on the electronic *Employee Device Usage Agreement Form* (see Attachment 2, Assets Operating Manual) if the item is a mobile device (i.e., tablet or laptop). Staff accepts their asset by using their unique username and password. The employee keeps the device when they transfer to another location in the District. Non-mobile equipment (i.e., desktop computer) does not transfer when an employee moves to a new location. Students who are assigned devices for regular use should be provided the *Student Device Usage Agreement* (see Attachment 4, Assets Operating Manual).

4. **RECORDING AND CAPITALIZATION THRESHOLDS:** Recording and capitalization of assets is dependent on the nature of each transaction.
- a) The inventory and capitalization thresholds have been revised: the inventoried item threshold increased from \$1,500 to \$3,000 per unit, and the capitalization threshold from \$5,000 to \$10,000. Acquired goods meeting the criteria to be recorded in our Oracle Fixed Assets module will be recorded and tagged as applicable.
 - b) All small computing devices, such as Chromebooks, purchased for student use with Board funds, should be ordered using the Computers- Instructional sub-object (5734). All computing devices must be shipped to the Technology Repair Facility for tagging/bar coding and distribution, regardless of the source of funds (i.e., School Activity Funds).
 - c) Capital (Fixed) assets costing \$10,000 or more, are recorded in our *Oracle Fixed Assets* module. When applicable, equipment will be tagged/barcoded to identify assets owned by PGCPS. These capital (fixed) assets are subsequently depreciated and included in the Annual Comprehensive Financial Report (ACFR).
 - d) Construction-In-Progress costs are capitalized and recorded as capital assets in the Oracle Fixed Assets module upon reaching substantial completion. These costs are reviewed to determine if they either 1.) add value by extending the estimated useful life of a capital asset, or 2.) enhance the asset's capacity to deliver services more effectively or efficiently.
5. **TRANSFERS AND DISPOSALS:** Each time a capital asset or inventoried asset (other than mobile devices, which move with an employee) is transferred from one location to another, a *Material Transfer Form/Report of Excess Property* (see Attachment 6 (link now in manual), Assets Operating Manual) should be completed. This form should also be used for disposals. The Superintendent or his/her designee are authorized to transfer, move assets or dispose of assets.
6. **ASSETS REQUIREMENTS:** The Assets Operating Manual, revised May 2026, issued by the Accounting & Financial Reporting Office (AFR) – Oracle Fixed Assets, and Inventory Control Specialist staff, and Information Technology Division - Technology Support Services, details procedures for accountability of school system assets. This manual is available for download at [Assets Operating Manual](#).
- a) Accounting and Financial Reporting (AFR) - Oracle Fixed Assets: AFR is responsible for managing the accounting of capital assets within the Oracle Fixed Assets module and ensuring reporting in the Annual Comprehensive Financial Report (ACFR). Additionally, AFR's Inventory Control Specialists collaborates with designated personnel to conduct the triennial physical inventory of PGCPS Oracle assets. Every three years to verify existence, location, and when applicable, proper tagging or barcoding.
 - b) Information Technology - Asset Management System (AMS is the platform used to track and manage all technology assets across the school district. This system is administered and maintained by the Information Technology Division.

- c) All Principals and Division/Department Director of Supervisors will serve as the point of contact as well as be held responsible for the control of inventory in their school/office.
- d) For assistance with the manual and its application contact the Accounting & Financial Reporting Office - Oracle Fixed Assets at 301-780-6801, or Information Technology - Technology Support Services at 240-206-6585.

7. **FILING INSTRUCTIONS:** Retain.



Lisa Howell
Chief Financial Officer

Attachment

Distribution: List 1, 2, 3, 4, 5, 9, and 10