

**I. Purpose**

This policy provides a procedure for the sale of computers or other fixed assets to individuals. This policy also defines the procedure for recouping loss after the theft or damage of fixed assets. Fixed assets are defined in Policy 108 *Fixed Assets*.

**II. Sale of computers or other fixed assets**

- A. An employee may, at the School's discretion, purchase the computer the individual was assigned to use as part of their job duties when they leave the school's employ.
- B. If the item was purchased using federal grant, state income, or other public money, authorization and disposition instructions from the source institution or federal awarding agency must be obtained prior to the sale.
- C. Assigning a sale price
  - 1. The price will likely be higher than market value; the School does not necessarily want to sell the item, but may offer it as a convenience for individuals who may not want to clear the computer's hard drive of their files.
  - 2. The item's depreciated value, as determined by the School's Fixed Assets Policy and tracked by LILA finance or in the School's inventory records, will be checked. The price will be at or above this depreciated value, unless the item has excessive wear.
  - 3. The School executive director will approve the final sale price and sign the Fixed Asset Sale Record form (see attached).
- D. Inform finance department and the School's business services provider (if any) of the transaction, and prepare required documents. Complete a Fixed Asset Sale Record form to file with the supporting documentation.
- E. Before final disposal or sale, computers will have any LILA information, including protected information, removed. LILA IT personnel will verify that all LILA information has been successfully removed.

**III. Stolen or damaged fixed assets**

- A. The School takes its responsibility of the safekeeping of its fixed assets seriously and takes all precautions to guard them from loss or harm.
- B. In the case of damage by an individual or theft from the person the item was issued to, the individual shall be invoiced for the cost of the insurance deductible on the item or the cost of repair or replacement.

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Note: The School devalues at this rate for electronics, which are on a 5-year schedule of depreciation: An item is devalued 10% of original price the first year (counted as a half-year), 20% of original price each of the next 4 years, and 10% of the original price the last year (counted as a half-year).

Adopted: December 3, 2007 JL  
Amended: December 16, 2010  
Amended: 16Dec14  
Amended: 09Jun15

Lakes International Language Academy—District 4116  
**FIXED ASSET SALE RECORD**

Item: \_\_\_\_\_

Inventory number: \_\_\_\_\_

Date of original purchase: \_\_\_\_\_

Original purchase price, or value, if donated: \$ \_\_\_\_\_

Was item purchased with public money (state aid, federal grant, other)? \_\_\_\_\_

If yes, attach copy of letter from source institution granting permission and/or providing instructions for sale.

Devalued price: \$ \_\_\_\_\_

Sale price: \$ \_\_\_\_\_

Purchaser: \_\_\_\_\_

Approval of sale

\_\_\_\_\_  
Signature of school director

\_\_\_\_\_  
Date