

# SCHOOL DISTRIBUTION CENTER

WAREHOUSE, PROPERTY CONTROL, PRINTING AND STUDENT RECORDS







# ABOUT US

## MISSION STATEMENT:

The mission of Central Printing Services is to partner with the community, schools, and departments to produce the District's design and printing needs in a timely and economic manner.

## OUR GOAL:

Our goal is to help our customers manage the evolving challenges of sharing and communicating materials within the Hernando County School District.

## OUR VALUES:

- ❖ We are honest, reliable professionals.
- ❖ We are good stewards of the environment.
- ❖ We take pride in providing excellent service and products.
- ❖ We help customers solve their needs efficiently and effectively.
- ❖ We anticipate and respond to the changing needs of our customers.

## STAFF:

### GENELE FIRLIK

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Printing & Records  
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### ANGIE RALPH

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## DELIVERY DRIVERS:

**MERLE AUVIL**

**STEVE CIPRIANI**

**RICHARD COTTO**


**DAINA SIMONS**



# PONY

Pony or interoffice mail is delivered to a minimum of 33 cost centers each day, equaling approximately 130 miles round trip. They have a little less than seven hours to complete all deliveries. This delivery person deals with traffic, weather and other interesting delays each day that can impact their route. With these constraints, the driver must focus in order to be both quick and accurate.

DELIVERY SCHEDULE *					
MORNING ROUTE			AFTERNOON ROUTE		
C/O	BES	EES	PGES	FCMS	TRANS
HCTA	MES	DSPMS	WHMS	SHES	FES
ESSS	ADED	MAINT	CHS	CK8	SHS
ESSS	HCEF	FAC	EDAS	PMS	EK8
ESCH	HHS	SDC	WWHS	CES	DES
			WWK8	NCTHS	WES
					SES

 Tuesday and Thursday: BEST and GCAS  
 Wednesday: SCEEC

\*Our schedule is listed above, but please note that this route may change at any time.



Below are a few small tips that you can do to help us succeed in our daily mission.

- ❖ Pony deliveries will be left in the red bin at your entrance/front desk. We cannot deliver to special points on your campus. If you feel you have unique needs, please contact our office.
- ❖ **PRINT CLEARLY** with first/last name AND cost center/department.
- ❖ Make sure previous name is lined through on both sides.
- ❖ Don't count on same day delivery.
- ❖ PLEASE recycle envelopes – even if no lines available. Place these in your bin for recycling.
- ❖ You can purchase new envelopes from the Warehouse if none are available.
- ❖ Colored envelopes: **BLUE = STUDENT ACADEMIC RECORDS** and **RED = ESE**
- ❖ PLEASE DO NOT send boxes or any large deliveries through Pony. Our vehicle has limited space available for this. We understand that times may arise that this cannot be avoided. When this happens, PLEASE email ANGIE RALPH and/or GENELE FIRLIK in advance so that we can plan and find the best solution for you.
- ❖ Early Release Days will have a split Pony delivery. Split Pony delivery means that all sites will receive deliveries before noon. An email reminder is sent via Bulletin Board.
- ❖ With new security measures in place, please make sure staff is available to receive your deliveries. Pony delivery staff will buzz several times to gain entry at school, but they can wait no longer than a few minutes to gain entry. PLEASE be prepared to help us maintain our schedule.



# PRINTING

## PRINTING

Central Printing Services is a team of professionals dedicated to serving the students, staff and community members within our school district. We provide graphic design, printing, copying services and forms management to the Hernando County School District, and Hernando County. Our mission is to provide our customers with the best quality possible for the least expensive price as quickly as possible.

Central Printing Services is staffed by two Graphic Designers that are dedicated to provide our district with superior service. During the last fiscal year, the Printing Department completed 1,567 work orders, averaging less than two hours per request.

Central Printing Services provides a valuable service with many advantages:

- ❖ eliminating the need for expensive, high volume copiers in schools
- ❖ reduces workload for teachers and support staff
- ❖ reduces wear and tear on school and department copiers and desktop printers
- ❖ reduces environmental footprint by using “green” products and equipment when possible
- ❖ savings of 50% or more on comparable print and copy services provided by outside vendors



- ❖ **All orders must be submitted through School Dude.** Files to be printed can be attached to the work order you create. If you have a file too large to attach, email it in First Class to “CPS”.
- ❖ The **BEST** file to submit for printing is a PDF file AND the original file.
- ❖ All district forms are issued free of charge, BUT there is a limit of 5,000 each fiscal year for each free form.
  - You are welcome to order more, but you will be invoiced.
  - The **ONLY** exception are golden student passes (SO-GADM-004)
  - Forms change often. Only order what you need at the time, not for an entire year.
  - Folders are expensive to print. Order only what you need.
- ❖ Check your items for spelling and grammatically errors prior to submission. We will help if we see them, but cannot be held liable for these errors.
- ❖ Form changes require the approval of the administrator of that department. After approval, send all files (PDF and original) to “CPS” requesting your needs.
- ❖ Ask for an estimate PRIOR to printing. After it’s printed, you will be charged. **PLEASE also realize that an estimate IS NOT the final price.**
- ❖ If you know the account to be used at the time you place your order, please list it in the description portion of the work order.
- ❖ You will receive a copy of invoices from your cost center. There is no need to reply if an account is listed and everything is correct.
- ❖ Turnaround time is usually 3-4 days without delivery. Labor intensive projects (lamination, pads, designs, spiral binding, etc.) and busy times of year will impact this. **PLEASE plan accordingly!**



# RECORDS DISPOSAL

During the 2018-2019 school year 1,685 boxes were securely destroyed through the Records Disposal process. This process enabled schools and departments to better utilize the space they have for active records or other purposes.

## HOW LONG SHOULD I KEEP A DOCUMENT?

- 1) Determine if a document has met the minimum retention time by referring to the schedule pages in the GS1-SL or GS7 Records Retention manuals.

*The exception to the dates listed in the manual are: pending audits, litigation, public records requests or records that are needed for accreditation standards. Documents that may have historical significance should also be retained.*

- 2) If the minimum time has been met a Records Disposal Form should be completed.
- 3) Records Disposal Forms are reviewed and approved at one of the six meetings that are held throughout the school year.

Records Disposal dates for the 2019-2020 school year	
Records Disposal Forms Due	Records Disposal Meetings
July 11, 2019	July 18, 2019
September 12, 2019	September 19, 2019
November 7, 2019	November 14, 2019
January 9, 2020	January 16, 2020
March 5, 2020	March 12, 2020
May 7, 2020	May 14, 2020



Listed below are some tips when completing the Records Disposal Form.

- ✓ Be sure to use the current GS1-SL (August 2017) and GS7 (April 21, 2019) manuals. The manuals, Records Disposal form, a detailed explanation for completing the Records Disposal Form and other records disposal information can be found on the District website, under the Warehouse section at: <https://www.hernandoschools.org/Page/2536>
- ✓ Use the official titles listed in the GS manuals for the item number on your form. After listing the title you may add more information to the description.
- ✓ Inclusive dates on the form must be in a month, day and year format; starting with the oldest date up to the ending date (example: July 1, 2014 – June 30, 2015).

**If you have any questions please contact Dawn Locke at 352-797-7223 or speed dial 871-412.**



# PROPERTY CONTROL

The Property Control Department is committed to the accurate documentation of newly purchased items and the tracking of the District's property inventory. In addition, the department is responsible for the deletion of declared surplus items for disposition through public sales within accordance of State Regulations. This includes the District's reuse and recycling efforts.

The Property Control Department is responsible for the development and implementation of a District-wide property management system. The components of this system were developed to facilitate the acquisition through the purchase or lease; surplus property disposal; and equipment replacement.

The Property Control Department is charged with the central responsibility to oversee fixed-asset inventories, to update information regarding assets within the inventory system, redistribution or final disposition of surplus property.

Although the administrative responsibility for the control and accounting of property rests with the Property Control Department, each cost center and Property Custodian assumes immediate physical responsibility for safeguarding property in its possessions and ensures that all property is used in accordance with federal/state laws, statutes, HCSD policies and other applicable policies. These policies and procedures are to be used by all personnel of HCSD that either use or have custody of district-owned property.

The Property Control Department maintains the local accounting and control system and provides leadership in the accounting for and control of all HCSD physical assets. Some of the responsibilities of the Property Control Department include:

- ❖ Create accurate and timely property records for newly acquired property.
- ❖ Monitor daily requisitions district-wide to ensure correct coding as outlined by Florida Auditor General.
- ❖ Initiate and control inventory tagging of newly acquired equipment.
- ❖ Coordinate the taking of physical inventories.
- ❖ Maintain land, building, and equipment inventory records.
- ❖ Provide Property Custodians with accurate and timely information about equipment under their control.
- ❖ Coordinate and train designated property custodians in their responsibilities.
- ❖ Adjust and change the property control system to further correct and improve the system.
- ❖ Arrange for the final disposition of items which become obsolete through use including transfer, disposal, recycling, sale or declaration of the items as Surplus Property.
- ❖ Attain documentation of lost, damaged, or stolen items report, and notify the appropriate departments for accurate and proper reporting.

## **OWNERSHIP OF PROPERTY**

All land, buildings, equipment, and donations are owned by the District and not by a specific individual, school, department or organization. Operating units within the District assume proprietary control of all equipment in their custody and are expected to provide for the proper care and maintenance of the equipment. No district-owned property can be sold, transferred or disposed of without the approval of either the Property Control Department or the Hernando County School Board. SB Policy 7230, 7300, 7310, 7320.

## **PROPERTY CUSTODIANSHIP**

The Superintendent shall establish a procedure to regulate the acquisition, supervision, accountability, control, transfer, and disposal of all tangible personal property or intangible assets owned by the District. Each property custodian should devise and maintain his (or her) own records for any property and software items which are of such nature that they are likely to be stolen or misplaced and whose value is defined in F.S. 274.02.

The property custodian for tangible personal property or software shall be the principal or cost center administrator or each site. This custodian may delegate use and immediate control of the property or software to other employees. The property custodian may not delegate the ultimate responsibility for control and use. To provide assistance with accounting for property inventory at the school or area designated, each property custodian should choose a Fixed Asset Contact (usually a bookkeeper).

Per Hernando County School District policy, no employee or student shall remove district-owned equipment from its assigned premises without advance approval from the property custodian.

District-owned equipment may be checked out to school employees, in accordance with District policies and procedures, for use in their homes for purposes beneficial to the District as defined. The receiving employee is responsible for the care and safe return of said equipment.

Equipment may be checked out by students for instructional purposes. The property custodian will follow established procedures for the check out and return of the equipment. The student (guardian) will be responsible for the care, use and return of said equipment in accordance with District policies and procedures.

## **DISPOSITION OF PROPERTY**

As needed or requested, the Superintendent will review the property of the District. The Superintendent is authorized to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. Materials **MUST** be recorded on a Property Transfer Form (SO-PC-009) and include the signature of an administrator. Completed property forms are attached to School Dude work orders and will be scheduled in the order in which they were received.

ALL items must be stored in a secure environment that is out of any weather elements until staff can pick up. Items listed below are just some of those that are typically collected by Property Control and Warehouse staff. Instructional Materials: these items should be placed into boxes and onto pallets prior to pick up. This includes workbooks, charts, etc. – even if used.

- ❖ **Furniture:** if possible, please gather items into one area to limit campus disruptions
- ❖ **Electronics:** broken or working, this includes monitors, keyboards, mice, cables, speakers, etc. these items should be placed within a black plastic bin prior to pick up. Please contact our office to arrange for a bin.
- ❖ **Pallets:** pallets should be returned to the warehouse for re-use. Please note that these **CANNOT** be used within classrooms due to safety.
- ❖ **Scrap Metal:** these items should be placed in a bin or on a pallet for pick up.

\* We also help recycle: printer cartridges, eyeglasses, cell phones, used flags, etc.



## CATEGORIES OF ASSETS

HCS D is extremely concerned that all property of any substantial value is properly controlled and accounted for. However, because of the wide range in value and volume of different items owned by the district, it is neither practical nor economical to maintain elaborate inventory records for all categories of inventory. For purposes of this manual, the term "assets" shall include all property that is traced by the Property Control Department. Two different categories of assets have been designated: Fixed Asset and Highly Walkable.

Capitalized property has an original unit cost of \$1000 or more and a minimum useful life of one year. The amount capitalized is the purchased price of the asset plus any cost necessary to prepare the asset for use, including shipping and installation. Vendor discounts are deducted but trade-in (cannibalizations) are noted. Costs incurred after an asset is acquired that materially extend the life or increase the value of the asset is also capitalized.

Highly Walkable property is all property that has an original cost of less than the established capitalization threshold, but HCS D is obligated to physically control and identify. For accounting purposes, controllable property is not included in the asset monetary accounts reported in the annual financial statements.  
(Controllable)

## ASSET PROPERTY TAGS

Also known as barcode labels, these are placed on items that are capitalized or considered highly walkable. Once a purchase order is issued, the Property Control Department issues a barcode and send it to the appropriate cost center to be placed on each asset. At that time, any missing information is requested to be returned (i.e. serial number, manufacturer, etc.). Beginning in the 2019-2020 fiscal year, there will be two colors used for these tags. Items purchased with federal funds will receive a **YELLOW** tag and all other items will receive **RED** Tags. Below are examples.



## DONATIONS

Any material or equipment donated to the schools by any person shall become property of the Board. The Administrator/Director shall notify the Property Department when they receive donations which must be marked and account for as set for in F.S. 274, in compliance with Chapter 10.400 of the Rules of the Auditor General and in accordance with SB Policy 7230. Property donations follow the same guidelines for monetary donations (Agenda Item – must be initiated by the cost center). The *Report of Property Acquired through Internal Funds and/or Donations* (SO-PC-006) must also be approved by the Property Manager prior to submitting for Board approval. Any donation of vehicles require a signed title to be sent to the Property Office at the time of transfer of ownership. Donations submitted as agenda items for approval must include:

- ❖ A copy of the letter sent to the donor
- ❖ Agenda Budget Sheet
- ❖ Completed *Report of Property Acquired Through Internal Funds and/or Donations* (SO-PC-006 form)

## **PROPERTY LOSS**

Property Loss MUST be immediately reported to the Risk Management Office. A police report is usually completed. A copy of the insurance loss report AND the police report MUST be sent to the Property Control Office in order for this property to be removed from your inventory records.

## **TRANSFER OF PROPERTY**

The Property Transfer Form, SO-PC-009, is to be completed anytime property will be moved from one Cost Center to another. This form allows for administrative authorization for the move and contains important information such as, asset property number, serial number, condition of equipment and whether property should be considered obsolete or for redistribution, or for disposal.

Property transfers may either be temporary or permanent. Correct and complete information on the *Property Transfer Form* is essential in assuring that the Cost Center's inventory of assets is accurate. These forms are to be completed and uploaded as an attachment in the District's work order system (School Dude). The Property Control Specialist will then schedule the transfer and remove the asset from the Cost Center's inventory.

## **LOAN OF DISTRICT EQUIPMENT OR VEHICLES**

*Application for Loan of District Equipment or Vehicles, SO-PC-002*, is used to track short-term movement of equipment. This form is to be used when any type of District equipment/vehicle is loaned and must be completed with all information requested and signed by both the applicant and the Cost Center Administrator. The authorizing Administrator will be responsible for the supervision and control of the borrowed equipment. The borrower will be responsible for the cost of any damages to, or the loss of, this equipment.

As a general policy, HCSD property will not be removed from authorized locations. However, there are instances in which it is advantageous to allow employees and students to remove HCSD property for off-site or home usage. It is important that the employee, his supervisor and property management personnel are aware of property check out.

All property that is owned by HCSD or for which HCSD is responsible is to be used only for authorized purposes. Should it be necessary in the performance of duties for an employee or other authorized person to remove such property from authorized locations, the requirements below should be met:

- ❖ Such property must be used for authorized purposes.
- ❖ Any person removing such property from authorized locations assumes the responsibility for seeing that appropriate care is taken in its transportation and security and that such property is returned in satisfactory working condition. The person may be liable for the replacement or repair costs of any property not so returned.
- ❖ Approval to remove such property from authorized locations begins with a completed *Application for Loan of District Equipment or Vehicles, SO-PC-002*, which includes approval/signature of the Cost Center Administrator. Written documentation shall be maintained in the office of the approving authority and a copy forwarded to the Property Manager.
- ❖ Such property shall be returned to its normal location as soon as possible, ordinarily within one week, unless a more extended period is specifically approved. Approvals shall be limited to the current fiscal year, and must be renewed at the beginning of each fiscal year. In addition, at the time of District-wide inventory, all property will be returned to its authorized location so that it can be accounted for by physical inventory.
- ❖ In the event of the extended absence of an individual who has property off-site, the property will be returned to the authorized location prior to departure.
- ❖ All such property removed from authorized locations shall be subject to the immediate recall at any time to meet higher priority operational commitments.



In a continued effort to serve our district and be fiscally responsible, we have developed these quick tips that will outline some of the most common situations encountered when dealing with district owned property.

Procedures for Property Transfers:

- ❖ Proper property transfer form must be completed, signed by an administrator and sent back to Property Department to allow for scheduling.
- ❖ Property must be protected from weather and any other damage until transfer takes place.
- ❖ Property must be placed on a pallet, within boxes, or placed within a bin.
- ❖ Should any questions or problems arise, there must be an administrator on campus during the time of property transfer.

These procedures must take place for several reasons:

- ❖ To maintain property in the best possible condition for use by another cost center or resale
- ❖ In order to track property for inventory purposes as required by state and federal laws
- ❖ Your cost center is accountable for items prior to the completion of any property transfer.
- ❖ If these procedures are not followed, the driver will be instructed to take photos of the property in its current condition and return without property. The proper administrator will then be contacted in order to be aware of the situation.

***PLEASE NOTE:*** Items sent to the Warehouse ***WILL NOT be held UNLESS*** prior arrangements have been made. We do not have room to store items. Items sent are often removed quickly by other cost centers, sent for recycling, etc.

Please contact Don Roberts at 797-7061, ext. 220 or via email at [roberts\\_d@hcsb.k12.fl.us](mailto:roberts_d@hcsb.k12.fl.us) if you have any questions or concerns.



# WAREHOUSE

Warehouse Operations provide the receipt, storage and the distribution of materials and supplies to schools and departments within the Hernando County School District.

- ❖ Provides delivery services to the schools and departments including assessment, drop shipments, supplies, orders and food commodities
- ❖ Receives and verifies product ordered by the district on Purchase Orders
- ❖ Maintains inventory for items utilized by schools, departments and maintenance personnel
- ❖ Processes Work Orders for furniture/computer equipment pickup and disposal

**When you receive your order, PLEASE check it within five (5) business days of receipt. Orders older than five business days will not be accepted for return.**

We know that sometimes there is an error and we ship you the wrong item or the wrong quantity. It would help us help you in correcting your order promptly if you notified us within this five-day period. Please contact Angie Ralph at 797-7061, ext. 407 or via email at [ralph\\_a@hcsb.k12.fl.us](mailto:ralph_a@hcsb.k12.fl.us) if you have a problem with your order.

## EMERGENCY ORDERS

Emergency orders should only be for small quantities of a few items that cannot wait for your normal delivery day. Please try to borrow if at all possible. We try to process an emergency order within 24 hours; staff must stop their other duties in order to prepare the order.

**All emergency orders MUST be entered into Skyward prior to pick-up or delivery AND in approved status.**

**In order to pick-up an order at the warehouse, you MUST call prior.**

Monday	Tuesday	Wednesday
PGES	CES	FAC./MAINT.
WHMS	NCT	DSPMS
CHS	FES	AD. ED.
EAS	SHS	ALL C.O.
WWHS	GCA	HHS
WWK8	EK8	ESSS
SCEEC	DES	BES
FCMS	WES	EES
SHES	SES	MES
CK8	TRANS	HCEF
PMS		BEST



\*Our schedule is listed above, but please note that this route may change at any time.



- ❖ **Submit orders by 11AM AT LEAST TWO (2) BUSINESS DAYS PRIOR to delivery day**
- ❖ Make sure to select correct fiscal year
- ❖ Make sure to indicate where items are to be delivered in the description field (i.e. Café, Custodial, etc.)
- ❖ When checking items in from the delivery (packing) slip, look under the “shipped” area to see amount actually delivered
- ❖ All items sent to a backorder from a delivery, will be listed at the bottom of a ticket
- ❖ Tickets will not close until all items are received (including backorders)
  - Please do not create an additional order
  - Once items are received into the Warehouse, your order will automatically ship to you
- ❖ No excessive ordering of any one item (quantity will be changed prior to shipping and note added)
  - Please contact us if you have a special circumstance PRIOR to ordering
- ❖ No returns of item(s) without a printed ticket
- ❖ No returns of item(s) older than five days
- ❖ You cannot change an order once you have submitted it. If you need to revise an order you have submitted, please call x7061 and someone will help you
- ❖ **ABSOLUTELY NO WALK-IN ORDERS!**
  - If you feel you have a special circumstance, you MUST contact our office
- ❖ Skyward averages bid pricing. Prices are not final on any items until the ticket is marked as “delivered”
  - If a price changes by 50¢ or more, you will receive an email

THE SCHOOL BOARD OF HERNANDO COUNTY, FLORIDA  
**REPORT OF PROPERTY ACQUIRED THROUGH INTERNAL FUNDS AND/OR DONATIONS**

**PLEASE TYPE OR PRINT**

Date \_\_\_\_\_

Cost Center \_\_\_\_\_ Cost Center # \_\_\_\_\_

Account # / Dept. \_\_\_\_\_ Internal Funds

Donor s Name \_\_\_\_\_ Donated

**IF ITEM CONSISTS OF MORE THAN ONE COMPONENT, LIST DESCRIPTION / SERIAL NUMBER FOR EACH PIECE.**

Description of Property _____		Room # _____	
_____		Value / Cost \$ _____	
Serial # _____	Make _____	Model _____	Date Acquired _____
<b>Computer Hardware Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Computer Software Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Operating System Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Software License Agreement</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donor s Signature _____		Date _____	
Administrator s Signature _____		Date _____	

Description of Property _____		Room # _____	
_____		Value / Cost \$ _____	
Serial # _____	Make _____	Model _____	Date Acquired _____
<b>Computer Hardware Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Computer Software Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Operating System Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Software License Agreement</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donor s Signature _____		Date _____	
Administrator s Signature _____		Date _____	

Description of Property _____		Room # _____	
_____		Value / Cost \$ _____	
Serial # _____	Make _____	Model _____	Date Acquired _____
<b>Computer Hardware Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Computer Software Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Operating System Donation</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Software License Agreement</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Donor s Signature _____		Date _____	
Administrator s Signature _____		Date _____	

Administrator s Signature \_\_\_\_\_

