




## BULLETIN

**SUBJECT:** Districtwide Fixed Asset Physical Inventory – Begins May 19, 2025 **2024-25 NO. BS - 28**

**TO:** All School Sites and Department Staff

**DATE:** May 12, 2025

**PREPARED BY:** Robert Aldama, **DEPARTMENT:** Business Services  
Purchasing Manager II

**REVIEWED BY:** Cindy Tao, **APPROVED:**   
Assistant Superintendent  
of Business Services  
Janea Marking,  
Chief Business and  
Operations Officer

### **Districtwide Fixed Asset Physical Inventory – Begins Monday, May 19, 2025**

As part of the District's ongoing efforts to ensure compliance with internal controls and external audit requirements, Sacramento City Unified School District has contracted with Divot Assets, a professional K–12 inventory services firm, to conduct a districtwide fixed asset physical inventory.

Beginning Monday, May 19, 2025, Divot Assets personnel will be onsite at all school sites and central office departments to inventory district-owned fixed assets with a unit cost of \$500 or more. Inventory personnel will be clearly identifiable by their official uniforms and will be granted master key access to all applicable locations, including classrooms, offices, storage areas, and secured rooms.

Divot Assets personnel are trained to conduct their work with minimal disruption to the instructional environment. We appreciate your understanding in advance of any brief interruptions that may occur. Inventory activities within classrooms are expected to take no more than five minutes.

To support the accurate and efficient completion of the fixed asset inventory, all site personnel are expected to review the information outlined below and ensure that any qualifying assets under their responsibility or located within their classrooms are properly prepared in advance of their scheduled inventory date.

**SCHOOL PRINCIPALS** – Please be aware that Divot Assets staff will be provided master keys to your site. They must have access to all doors, closets, rooms, light switches, etc.

#### **ALL SCHOOL STAFF MUST PREPARE:**

If your location is scheduled for a weekend, please have your preparations completed by Friday.

- ❖ Ensure all Laptops are readily accessible and visible for inventory staff to find without needing to search through school staff belongings.
- ❖ Ensure all Teacher Issued district-own equipment (i.e. laptops, etc.) are available at the appropriate office or classroom area during the inventory process, unless otherwise specified by the Technology Department.
- ❖ If your location is being inventoried over the weekend or after work hours, we will ask all teachers to take a picture of the Asset Tag barcode sticker that is on your laptop and send the picture to: [Inventory@divotassets.com](mailto:Inventory@divotassets.com)
- ❖ Ensure all storage cabinets in office or classroom areas are accessible and unlocked during the inventory process.
- ❖ Ensure all obsolete and unserviceable equipment (equipment for disposal) is identified and removed prior to inventory process.
- ❖ **\*\*Ensure all personal equipment in office areas and classrooms are either removed or clearly marked with “PERSONAL”\*\***

## **General Site and Staff Guidelines:**

- Divot Assets staff will require access to all rooms, including classrooms, closets, offices, and equipment storage spaces.
- If entry is required during instructional time, staff will knock before entering and conduct their work quietly and with minimal disruption.
- Each room visit is expected to take approximately 5 minutes.
- If your site is scheduled for inventory on a weekend, all preparations must be completed by the Friday before.

## **Other Department Responsibilities:**

### **Technology Department:**

- Ensure obsolete equipment and equipment that is going to be disposed of is clearly marked and segregated so it will not be inventoried.
- Ensure all computer and tablet storage closets and carts are unlocked and accessible.
- If special keys are required to access Technology Closets, please ensure a staff member is available to unlock these closets.
- Provide assistance as necessary during the inventory process.
- Coordinate and complete the tagging and identification of network closet equipment prior to inventory wherever possible.

**Band/Music Department:**

- Ensure all district-owned instruments with a unit cost over \$500.00 are clearly laid out and separated from other instruments that do not meet the reporting threshold.
- Please ensure student-owned instruments are clearly marked and separated so they are not included in the inventory.
- Please be sure to remove instruments from lockers.
- Due to liability reasons the inventory staff will not be able to open or remove instruments from cases so band personnel must ensure cases are opened in advance of the inventory process.

**Custodial/Maintenance Departments:**

- Consolidate custodial and grounds equipment valued over \$500 at each site for inventory.
- If equipment is typically shared between sites, please transfer the item to the location it should be recorded under for inventory purposes.

**Office Staff:**

- Inventory personnel will check in at the front office of each location when they arrive.
- Inventory staff will need to be provided with 10 copies of site fire exit maps.

We appreciate your attention to this matter and your continued partnership in maintaining the integrity of the District's asset records.

Should you have any questions or require additional information, please contact:

Robert Aldama, Purchasing Manager II, [Robert-aldama@scusd.edu](mailto:Robert-aldama@scusd.edu)

Business Services

## Site Schedule for Inventory

*When one location is completed, inventory will start on the next location, even if late in the day. The order of sites on the schedule within a given day may change due to unforeseen circumstances.*

**Inventory staff may be conducting inventory counts after school hours so please plan to leave all eligible items prepared and laid out for the inventory staff if they have not visited your school/room by the end of the normal work day.**

### **Monday May 19th**

- In-Brief/Introductions

#### ***Group 1***

- Golden Empire Elementary School
- Sequoia Elementary School

#### ***Group 2***

- SCUSD Transportation Facility
- SCUSD Central Printing Services, Warehouse, Library/Texbook Services, Labor Shop, Etc. (Start)

### **Tuesday May 20th**

#### ***Group 1***

- Rosa Parks K-8 School
- John Bidwell Elementary School

#### ***Group 2***

- SCUSD Central Printing Services, Warehouse, Library/Texbook Services, Labor Shop, Etc. (Finish)
- Charles A Jones Career and Education Center

### **Wednesday May 21st**

#### ***Group 1***

- Alice Birney Public Waldorf TK-8 School
- Caroline Wenzel Elementary School
- Pony Express Elementary School

#### ***Group 2***

- Arthur A. Benjamin Health Professions
- Facilities Support Services

### **Thursday May 22nd**

- Fern Bacon Middle School
- Clayton B. Wire Elementary School

### **Friday May 23rd**

- School of Engineering and Sciences
- Martin Luther King, Jr. Elementary School
- Matsuyama Elementary School

### **Saturday May 24th**

- Pacific Elementary School
- Woodbine Elementary School

### **Sunday May 25th**

- Will C. Wood Middle School
- New Joseph Boneheim Community Charter

### **Monday May 26th**

- Elder Creek Elementary School
- Earl Warren Elementary School
- Camellia Basic Elementary School

### **Tuesday May 27th**

- Leataata Floyd Elementary School
- The Met Sacramento High School
- William Land Elementary School
- Washington Elementary School

### **Wednesday May 28th**

- Parkway Elementary School
- Susan B. Anthony Elementary School
- Luther Burbank High School (Start)

### **Thursday May 29th**

- Luther Burbank High School (Finish)

**Friday May 30th**

- Edward Kemble Elementary School
- Capital City School

**Saturday May 31st**

- Caleb Greenwood IB World School  
Elementary School
- Theodore Judah Elementary School

**Sunday June 1st**

- Tahoe Elementary School
- Phoebe Hearst Elementary School

**Monday June 2nd**

- Additional Time