

# Management System

File Number: GS-XZB-A1-002 Issue Date: 2014-3-9

File name: Management Regulations of Fixed Asset in International Business School.

## **Management Regulations of Fixed Asset in International Business School, Beijing Foreign Studies University**

**Article 1** Fixed assets of the university are state-owned assets, and are important material conditions for teaching, scientific research, production and well-being. According to the requirements of superiors, combined fixed asset management regulations of the Financial Department of the university, these regulations are formulated to improve the management and usage level of fixed assets.

**Article 2** As to classification and report of the fixed assets increase, the procedures are based on the regulations of the Financial Department of the university.

**Article 3** The increase of fixed assets shall be planned comprehensively in accordance with the school's development plan, professional settings, research direction, production tasks, working and living conditions. Obeying the principle of frugality in running the university, according to our needs and the possibilities, we shall do careful planning, make unified arrangements, maintain balance in every aspect, stress on rational project distribution, emphasis investment returns, deal with matters properly in their order of urgency, and gradually resolve problems.

**Article 4** Fixed assets purchased under the university's account shall be registered in Financial Department of the university and be labeled. The purchaser shall submit the Beijing Foreign Studies University equipment register card to the Executive Office and make registration. As fixed assets belong to the university and the Executive Office owns the right to use and distribute these assets, no one shall privately use, move, repair, dismantle, modify, swap or lend them to others. The school will check the record of increased assets at Financial Department on a regular basis. Increases fixed assets that are reported to the school but not the Executive Office will be considered in the 100-mark performance appraisal system.

**Article 5** Fixed assets under the individual project accounts of teachers shall also go through the above-mentioned procedures, and shall be registered at the Executive Office. The school will check the record of fixed assets increase each semester at the Division of Assets on a regular basis.

**Article 6** Allocation, lending, report of loss, scrap, and price change of fixed assets within the school shall be registered at the Executive Office and shall be handled after approval.

As to allocation of fixed assets within or outside the school, allocation and write-off procedures

should be handled by the Executive Office in accordance with the provisions of the Financial Department of the university. Other departments shall not handle the above-mentioned procedures on their own.

For fixed assets that are lent out, the borrower shall hold an IOU, gain approval of directors of each department and register at the Executive Office before taking them out of the university. Fixed assets that are lent out shall be returned on the agreed date. Upon the return of the fixed assets, the lender and the borrower shall jointly examine the assets to ensure that they remain intact.

**Article 7** Fixed assets which are dysfunctional due to man-made or natural damage fall within the scope of spoilage; fixed assets which are dysfunctional due to long-term usage fall within the scope of scrap. These two types of fixed assets must be registered in the damaged report, and then they will be confirmed as damaged with technical evaluation and approval by manage level. Accounting treatment is based on the damaged report. Dismantlement and modifications of fixed assets must go through approval procedures in accordance with administrative privileges.

Proceeds from the disposal of damaged fixed assets will go to the Executive Office, and will be used to purchase or maintain fixed assets.

**Article 8** Fixed assets that are stole or lost, etc, due to the neglect of duty or poor storage of managerial personnel are deemed as lost. We should identify responsibilities seriously, and to distinguish the seriousness of these conditions, demand appropriate compensation and apply necessary sanctions.

**Article 9** These regulations will be implemented since the issue date and the right to interpret them shall reside in the Executive Office.

International Business School  
March 12, 2014



## Fixed Assets Register - ( Name )

Number	Name	Specifications	Brand	Measuring unit	Barcode number	Register time	Return time
1							
2							
3							
4							
5							
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