

Title and ownership of all property acquired by the district, regardless of funding, remain with the district within the framework of applicable laws and regulations. In keeping with this, the Board may direct the Superintendent to conduct a physical inventory. Through the Superintendent, the Board shall hold each employee responsible for property in his/her custody, and each administrative officer accountable for all property within his/her jurisdiction.

Definitions

Equipment: non-consumable instructional materials, tools, and movable furniture having a normal life of more than one year.

Supplies: consumable materials used in instruction and operation.

Fixed asset/property:

- has an anticipated useful life of more than one year, assuming normal use and reasonable care and maintenance;
- is of significant value;
- retains its original shape and appearance with use;
- is non-expendable (more feasible to repair than to replace); and
- does not lose its identity through incorporation into a different or more complex unit or substance.

Requisition of Equipment

Equipment must be requisitioned on forms supplied by administration.

Ownership of Equipment

Legally, all equipment purchased automatically become the property of the Board.

Loaned Equipment

Equipment may be used for purposes other than school purposes within the following guidelines.

- Equipment and materials may be used for PTA/O meetings, or public presentations in which an employee is so identified and is

explaining curriculum or other school functions to the public.

- School groups with a faculty advisor may use audio-visual equipment.
- Professional education groups may use audio-visual equipment.
- Decisions in situations not covered above shall be made by the Superintendent/designee.

Borrowed Equipment

The Board assumes no responsibility for damage to borrowed equipment or equipment owned by teachers that is left in school buildings. The principal and teacher involved are responsible for returning all school property to the appropriate storage area at the close of the school year.

Transferred Equipment and Property

Furniture or equipment should not be moved from one building to another without permission from the principal or department head. The principal or department head to whom a piece of equipment has been allocated is responsible for the proper release of such responsibility. Unless the records indicate otherwise, equipment will be charged against the school or department to which it has been allocated. Principals should realize that articles purchased by the Board are for the use of children wherever need exists. Therefore, it will be the duty of the principal to report to the business manager any article not in use in his/her school.

Assets Leaving District Premises

District property is not permitted to leave district premises for non-district use. The administrator in charge may authorize district property to leave district premises provided the authorization follows the prescribed procedures outlined in this policy. The procedure shall include the name and signature of the employee assuming responsibility for the property. The procedure shall include the location of the property while off district premises.

Any employee removing district property from district premises is financially liable for any loss or damage to the property. Personal use of district property is not authorized either on or off district premises. Maintenance personnel removing an asset from a site for repair shall complete a property custody record. The administrator in charge shall retain the original of the property custody record.

Summer Storage of Equipment

Audio-visual and electronic equipment not in use during the summer months should be stored safely and securely.

Care of Equipment

Employees shall use, maintain, and care for equipment and supplies in the manner prescribed by the manufacturer.

Used Equipment

Donated or purchased used equipment meeting the definition of a capital asset must pass evaluation by the maintenance staff before being accepted as district property. All accepted property must be processed through the property accounting office for inclusion in the district's property records. Property not tagged will not be repaired by the maintenance staff unless it is verified to be district property.

Loss or Damage of Equipment

Parents or legal guardians of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student. Cost of repairs to the building may be obtained from the maintenance department. When money is received, a receipt should be given and such money transmitted to the business office.

School Phones

School telephones are to be used for conducting school business only. Personal use of school telephones by students is permitted in emergencies only.

Inventories

An inventory of equipment in each classroom shall be turned in to the principal prior to the close of the school year. An inventory shall be maintained on all instructional, operational, and maintenance supplies and equipment that are procured in quantity by the district. A computerized inventory of all equipment with an initial cost of \$500.00 or more shall be maintained by the district Business Office. A printout of all equipment items costing \$300,000 or more shall be provided each principal and department head not less than once per year. At such time, the principal or department head shall account, in writing, to the Superintendent or designee for any items on the list that are missing.

Incident Reports

An incident report shall be filed with the Superintendent or designee immediately following any event which results in loss or damage of any asset owned by the school district.

EC

MATERIALS AND EQUIPMENT MANAGEMENT

ISSUED: 3/98

RESCINDS: EC

ISSUED: 10/87

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JROTC Equipment and Supplies

All JROTC books, uniforms, training aids, equipment, and supplies furnished by the U.S. Armed Forces for use in JROTC programs remain the property of the U.S. Government. These items will be maintained in accordance with JROTC regulations at the host school by a JROTC instructor.