

BOARD POLICY

Equipment Control

Basic equipment lists shall be established for all grade levels. Basic equipment lists shall be within the fiscal limits of the district and shall have first priority in district equipment expenditures.

Adequate inventories shall be maintained. The purpose of inventory is to establish replacement costs for insurance, to protect district equipment from misuse or theft, to determine relative values of comparative items or equipment, and to control equipment location.

School equipment may be disposed of by any of the following methods:

1. Traded in for like item on a new purchase
2. Sold subsequent to Board approval
3. Destroyed, dismantled, or altered subsequent to approval by the superintendent or the designated representatives

Inventories shall be taken annually, and discrepancies shall be properly accounted for.

District-owned equipment cannot be loaned to any individual during vacation periods or at any other time when the equipment is not in use by the schools. No school equipment shall be loaned to community organizations.

Anyone responsible for the damaging of school equipment shall be required to pay the cost of repairing or replacing such property.

Ref: EC Sections 35161, 35168, 38111

Adopted: June 24, 1969

Revised: August 27, 1979

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