

#3440

**Inventories: Control of Equipment and Materials
and Equipment Repair**

A. DISTRICT INVENTORY

The business office shall maintain a current inventory of school system equipment and materials.

All school equipment of an assessed value of \$250.00, or more, shall be included on inventory lists.

The building principal shall establish the procedure for inventory control of all materials and equipment assigned to his/her building, in conjunction with the Business Office.

B. CONTROL OF EQUIPMENT AND MATERIALS

The Board of Education shall permit school equipment/materials to be loaned to staff members when such use is directly or indirectly related to their employment. Equipment/materials may be loaned to students when it is to be used in connection with their studies or co-curricular activities.

The following guidelines shall be followed:

- All requests to use school equipment outside of the school setting by staff or students shall be submitted in writing, approved by the appropriate supervisory administrator, and kept on file in the building.
- A receipt of the approval shall be given to the employee/student.
- Building principals shall develop a procedure for monitoring the use of school materials, such as computer software and audio-visual materials, outside of the school setting by staff and students.
- The appropriate supervisory administrator shall be responsible for assessing the merit of all requests.
- The return of equipment/materials in a timely manner, as specified by the supervisory administrator, is expected so that the educational use of the equipment/materials by others is not obstructed. Permission of the building principal shall be required, should the use of school equipment/materials outside of the school setting need to be extended beyond the original date for return.
- The use of equipment/materials outside of the school during summer vacation shall require the approval of the Superintendent or Assistant Superintendent.

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- The borrower shall be responsible for replacement of the school equipment/materials in case of loss or damage. In the case of a student borrower, under the age of 18, the parent/guardian shall assume this responsibility in writing.
- The Superintendent shall develop a request form to be used in the implementation of this policy.
- Failure to adhere to these guidelines may result in personnel/legal action.

C. REPAIR OF EQUIPMENT

The building principal or his/her designee shall authorize requests for equipment repair.

Should equipment repair be required by a repair service, the building principal or his/her designee, under the direction of the Assistant Superintendent, shall use appropriately recognized services.

Should a staff member possess the recognized skill and talent to repair school equipment, such repair shall require the approval of the appropriate supervisory administrator. Return of the equipment shall be in a timely manner as designated by the appropriate administrator.

The Superintendent shall develop a repair form to be used in the implementation of this policy.

Should it be determined by the appropriate supervisory administrator that the equipment cannot be repaired, Policy #3260, SALES AND DISPOSAL OF BOOKS, EQUIPMENT, AND SUPPLIES shall be implemented through building/district approved procedures.

Adopted: February 19, 1991