

Administration Regulation

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 of district equipment expenditures.

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

Inventories shall be taken annually, and discrepancies shall be properly accounted for. Principals shall submit and certify an inventory on district forms as requested by the Office of Business Services. The inventory shall list all equipment at the school and all discrepancies between the actual and expected inventory.

The Office of Business Services will establish a proposed replacement schedule for all equipment under its control.

School equipment may be disposed of through the purchasing section 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 of the superintendent or designated representatives
4. Disposed or destroyed in a manner compliant with the federal or state program rules which originally funded the equipment

District-owned equipment cannot be loaned to any individual during vacation periods or at any other time when the property 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 its repair or replacement.

Ref: EC Sections 35161, 35168, 38111

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