

Business/Non-Instructional Operations

Maintenance and Control of Materials

The Board of Education shall permit school equipment to be lent to staff members when such use is directly or indirectly or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of the school administration.

The Director of Finance and Administration shall establish procedures for inventory control of all materials assigned to each school building, and it is the responsibility of the Building Principal to make sure these procedures are followed.

The Business Office must retain a current inventory of school system materials.

Proper maintenance procedures shall be established by the Director of Finance and Administration.

(cf. 1330 - Use of School Facilities)

(cf. 3440 - Inventories)

Legal Reference: Connecticut General Statutes
 10-228 Free textbooks, supplies, materials, and equipment