

A. W. BEATTIE CAREER CENTER

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: June 24, 1999

REVISED &
APPROVED: November 15, 2018

706. PROPERTY RECORDS	
1. Purpose	The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under the Career Center's control.
2. Authority	The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment and updated at intervals that coincide with property insurance renewal.
3. Delegation of Responsibility	It shall be the responsibility of the Executive Director to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.
4. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine loss, misallocation or depreciation; any major loss shall be reported to the Joint Operating Committee.
Pol. 708, 710	School equipment and supplies are never to be used for personal gain.