



Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	Active
Adopted	November 21, 2022

### **Purpose**

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

### **Authority**

The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

### **Delegation of Responsibility**

It shall be the responsibility of the Business Manager 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.

### **Guidelines**

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.  
[1][2]

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

### **Report of Missing Equipment**

Each administrator shall be responsible for reporting the theft or loss of equipment from his/her building. Completion of a report will enable the central office to advise the insurance carrier and police of the loss as well as update the equipment inventory. The person reporting the loss shall be responsible for completing the required district form.

### **Surplus Equipment And Supplies**

The Board recognizes that through obsolescence, severe wear, unserviceability, or for other reasons, supplies, furniture, equipment and other physical property become surplus, and are no longer usable by the district.

Administrators will submit a list of any items which they designate as surplus to the Business Manager. After it is determined that those items cannot be used elsewhere in the district, the Business Manager will, on a periodic basis, submit a list of all such items to the Board to be considered for disposition. Based on the Board's determination, property may be sold in accordance with established district procedures.

Legal	1. Pol. 708
	2. Pol. 710
	24 P.S. 510