

Houston County Board of Education

**Review, Annually
in October**

Descriptor Term:

Equipment and Supplies Management

Descriptor Code:
3.300

Issued Date:
07/08/13

Rescinds:
3.300

Issued:
10/11/99

All equipment and materials placed in school buildings by any group or organization become the property of the Board. The Board reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.

The director of schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective and economical operations and maintenance program and providing adequate insurance coverage. Equipment management shall be in accordance with federal and state laws, regulations and guidelines.

Each employee of the system shall be responsible for the materials, equipment and supplies assigned to him/her. In addition, he/she is responsible for the preservation and protection of materials, equipment and supplies not under his/her direct control when such are endangered and when the system employee having direct control is not present or is otherwise unable to act.

Cross Reference:

Inventories 2.702