

## CHAPTER 7.00 - BUSINESS SERVICES

### ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.61+

- I. Acquisition
  - A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
  - B. All property, including vehicular equipment, shall be under the full control and name of the School Board.
  - C. All property with a value of one hundred dollars (\$100.00) acquired through internal accounts or donations, shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
  - D. Principals and worksite supervisors shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and worksite supervisor shall determine the property needs for his/her school or department. The principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.
  - A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.
  - B. Property items with a value as established in (1)(c) above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.
  - C. School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.

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**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-8-8, 16-11-9, 16-12-3**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:**

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**HISTORY:**

**ADOPTED: October 18, 2006  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: DICB, GAQ**