

AFSA High School

Adopted: October 15, 2007
Revised:

District 4074

620 DISPOSAL OF EQUIPMENT SPENT WITH FEDERAL SPECIAL EDUCATION FUNDS/ PURCHASING OF SPECIAL EDUCATION EQUIPMENT & MATERIALS

AFSA acknowledges that equipment purchased with Special Education Federal funds must be identified, labeled, and inventoried.

If such equipment is in need of disposal, the director or principal shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value. Upon disposal, a form for disposal will be attached to the original purchase order. The disposal form will include but not be limited to:

- equipment description
- inventoried number
- signature of the director/ principal
- signature of a second staff member
- disposal receipt if available

If such equipment is no longer a need for the school, the director or principal shall be authorized to properly donate such equipment to another LEA. Upon donation, a form will be attached to the original purchase order. The donation form will include but not be limited to:

- equipment description
- inventoried number
- signature of the director/ principal
- signature of the receiving director/ principal

PURCHASING SPECIAL ED. EQUIPMENT

****A policy for Purchasing Special Education Equipment and Materials should be part of your required school policies. Below are some suggested procedures to attach to your current policy.**

AFSA acknowledges that purchasing equipment and materials for special education are for the sole purpose of meeting instructional and related service needs of eligible students as scripted on their IEPs.

Policy for purchasing equipment:

- The IEP team will determine what equipment is needed based on the IEP.
- The need for equipment will be indicated in the adaptations section of the IEP.
- All purchase requests follow the same procedure:

- a. Fill out a budget request
- b. If budget request is approved, fill out purchase order form when item is needed.
- c. Purchases are approved by the director.