

SUMMARY OF PROPERTY PROCEDURES FOR PRINCIPALS

1. Ensure that all District property issued to or used by their school is properly used and cared for.
2. Ensure proper safekeeping of the property is provided by keeping the building secured at all times, limiting access to the building, storing the property in a secured area, etc. (Refer to Section II-1 of the Property Manual.)
3. Appoint an Inventory Control Officer for your location. (Refer to Section II-1 of the Property Manual and **Appendix A-1**)
4. Ensure all equipment purchased or donated is shipped to the warehouse for processing and ID tagging by the property accounting area.
5. Contact the District's Security office at 929-3940 and the police within 24 hours of realizing property has been stolen or damaged. Provide a copy of the police report to Financial Services (Mail code 750) as soon as receive. (Refer to III-5 of Property Manual.)
6. Ensure the Investigation Procedures for Theft & Loss Property are completed by the supervisor and Forwarded to Financial Services within 24-48 hours of the realization of the occurrence (**See VII-5**).
7. Ensure a Theft, Vandalism, Loss & Damage report (TVLD) (**See Appendixes B-1-2**), the Investigation procedures for Theft and Lost property and the addendum (**See Appendix B-3**) if necessary, are completed and forwarded to Financial Services (Mail code 750) within 24 hours of notification of loss. (Refer to Section III-5 of Property Manual.)
8. A completed manual requisition with a quote must be submitted to Financial Services for the replacement of equipment due to theft, damage or loss. (**See Appendix C-1**)
9. Ensure an Equipment Transfer Form (**See Appendix D-1**) is completed at all times when property is moved from one District location to another for more than 24 hours. This also includes surplus equipment that is transferred to the warehouse. A copy should be forwarded to Financial Services (Mail code 750) immediately. (Refer to Section V-2 of the Property Manual)
10. Ensure donated equipment is recorded on a Donation Form (**See Appendix F-1**) and a copy forwarded to Financial Services (Mail code 750). (Refer to Section III-6 of the Property Manual)
11. Ensure all employees who have equipment assigned to them have signed an Employee Property Receipt Acknowledgement form (**See Appendix A-2**). This should also be completed and signed when any changes of property occur during the year.
12. Ensure that employees sign a checkout form (**See Appendix E-1**) when equipment is taken off-site. (i.e. laptops are taken home) A copy must be on file at the school.