

## **ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY 7.090**

- I. Acquisition
  - A. All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District 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 consistent with the provisions of Policy 7.080 I., acquired through internal accounts or donations, shall be reported immediately by the principal to the property records office on the prescribed forms.
  - D. Principals and District department heads shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and District department head shall determine the property needs for his/her school or department. The principal or District department head shall declare any property which is not needed, upon the property records office's approval, and may requisition additional property through proper procedures.
  - A. Surplus property shall be reported on proper forms to the property records office which shall be responsible for acquiring and storing the surplus property.
  - B. Property items with a value as established by I.C. above may be exchanged between schools and District departments when approval is granted by the property records office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the property records office to adjust property records of schools and District departments.
  - C. School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.

- D. School Board equipment shall not be used for gainful outside employment or private use of employees, or by any outside group or organization.

**STATUTORY AUTHORITY:** **1001.42, F.S.**

**LAW(S) IMPLEMENTED:** **274.01, 274.02, 1001.43, 1011.06, F.S.**

**HISTORY:** **ADOPTED:** \_\_\_\_\_  
**REVISION DATE(S):** 02/2005  
**FORMERLY:**

