

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	Active
Adopted	May 10, 2010
Last Revised	March 10, 2025
Prior Revised Dates	2/10/2014

Purpose

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

Authority

The Board directs that a fixed asset inventory of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

Disposal of Surplus or Obsolete Property

The Board authorizes the sale, exchange, or disposal of surplus or obsolete property when such property is:

1. No longer required for its originally intended purpose.
2. Considered out-of-date, obsolete, or in unusable condition.
3. In quantities exceeding any possibility of effective use by the district.

Delegation of Responsibility

It shall be the responsibility of the Business Manager to ensure that fixed asset inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.[1][2]

Equipment may be identified with a permanent tag that provides appropriate school district identification.

Legal

1. Pol. 708

2. Pol. 710

[24 P.S. 510](#)