

**Policy Type: Executive Limitations****Asset Protection**

The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used or unnecessarily risked.

Accordingly, the Superintendent may not:

1. Fail to obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff and the district itself in an amount that is reasonable for school districts of like size
2. Fail to take reasonable steps to ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance
3. Knowingly, recklessly or negligently expose the district, its Board or staff to legal liability
4. Commit to any non-budgeted purchase or expenditure greater than \$25,000 without approval of the Board.
5. Make any purchase without weighing:
  - a. reasonable precaution against conflict of interest
  - b. comparative prices based on items of similar quality
  - c. a balance between long-term quality and cost
6. Fail to use a competitive bidding procedure for the purchase of all supplies, materials and equipment, and any contracted services except professional services (architectural, engineering, construction management, research, consulting) in the amount of \$50,000 or more or \$250,000 for those costs associated with construction as specified by law
7. Fail to protect intellectual property
8. Fail to protect information and files from loss or significant damage
9. Fail to preserve and dispose of all records related to affairs or business of the district in accordance with state and federal law
10. Receive, process or disburse funds under controls that are insufficient under generally accepted accounting procedures

11. Fail to seek maximum yield in investment securities but only in securities authorized by state law
12. Acquire, encumber or dispose of real property without the approval of the Board.
13. Knowingly, recklessly or negligently endanger the district's public image or credibility, thereby jeopardizing its ability to accomplish its mission

**Monitoring Method:** *Internal report*  
**Monitoring Frequency:** *Annually in June*

Fargo Public Schools Board of Education