

Data Management

The superintendent is authorized to enter into a contract with the Washington School Information Processing Cooperative (WSIPC) to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network. .

Property Records

Property records and inventory records will be maintained on all land, buildings and personal property under the control of the district.

Property purchased in whole or in part with federal funds will be inventoried at least every two years. The inventory will include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Inventory will be conducted at least once every other fiscal year for all capital and theft sensitive assets, except land; infrastructure; buildings; and improvements other than buildings and leasehold improvements. The individual(s) conducting each inventory will have no direct responsibility for assets subject to the inventory count.

For purposes of this policy, "equipment" will mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities will be maintained on an ongoing basis.

No equipment will be removed for personal or non-school use. Property records will show, as appropriate to each item recorded, the following:

- A. Category of the property;
- B. A serial number or other identification number (equipment may be identified with a permanent tag that provides appropriate district and equipment identification.);
- C. Source of property;
- D. Responsible Party;
- E. Manufacturer;
- F. Acquisition Date;
- G. Initial cost;
- H. Federal Program charged (if applicable);
- I. Location;
- J. Use and Condition of the Property;

