

*Adopted: June 15, 2015*

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*June 20, 2023*

*June 19, 2018*

## **773 RANDOLPH SCHOOL EQUIPMENT MANAGEMENT**

### **I. PURPOSE**

This policy establishes a process for the recording, identification, and accountability of all school district owned equipment items having a minimum cost of \$10,000 each and a life expectancy of over five years.

It is the responsibility of the business office to maintain proper equipment records and to ensure that all items of equipment meeting the \$10,000 and five year criteria are identified.

The responsibility for equipment accountability is assigned to the building principal.

### **II. RECEIPT OF NEW EQUIPMENT**

When received directly in the using department from the supplier, the business office should be notified and given the packing slip.

When equipment is ordered or received as a gift, a copy of the transaction receipt must be sent to the business office with transaction number noted on the receipt. The following information will be needed:

- Manufacturer's name
- Serial number
- Model number
- Date received
- Location
- Unit acquisition cost (if not already clearly identified)
- Name of department taking ownership

### **III. DEPARTMENTS REPORTING CHANGES IN STATUS OF EQUIPMENT**

All equipment that is transferred, stolen, scrapped, traded in, etc., must be reported to the business office by the department that was accountable for the equipment.

All equipment that is disposed of must be transmitted to the business office to allow the disposed-of items to be removed from the inventory listing.

Equipment owned by the district may be removed only with the permission of the superintendent. Equipment taken off school grounds must be under the supervision of an employee of the school district.

#### **IV. AUDITS**

Equipment inventories may be periodically audited. It is imperative that all transactions affecting equipment be properly recorded.