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**EQUIPMENT & OTHER PROPERTY MANAGEMENT**

Records shall be maintained on all land, buildings and personal property under the control of the District.

Property records of facilities shall be maintained on an ongoing basis.

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

For purposes of this policy, “equipment” shall mean property which is 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.

Equipment with an individual value of \$5,000 or greater shall be listed in the inventory. Other equipment of value (computers, printers, video cassette recorders, tools, etc.) as determined by the Assistant Superintendent for Human and Financial Resources shall be listed in the inventory annually, as well.

No equipment shall be removed for personal or non-school use. Equipment may be signed out for appropriate use by staff with the approval of their supervising administrator. Staff signing out equipment shall be financially responsible for its timely return in the condition in which the equipment was when it was checked out. Sign-out records shall also be maintained. Property records shall show, as appropriate, the:

- 1) Description and identification,
- 2) Manufacturer,
- 3) Year of purchase,
- 4) Initial cost,
- 5) Location,
- 6) Condition and depreciation, and
- 7) Current value in conformity with insurance requirements.

Equipment may be identified with a permanent tag that provides appropriate District and equipment identification.



<i>LEGAL REFERENCES</i>	<i>RCW 40.14</i>	<i>Preservation and Destruction of Public Records</i>
	<i>RCW 40.14.010</i>	<i>Definition of Public Records</i>
	<i>RCW 42.17.250-340</i>	<i>Public Records</i>



<i>POLICY ADOPTED</i>	<i>May 8, 2000</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>