

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: PROPERTY
TITLE: PROPERTY RECORDS
ADOPTED: September 26, 1979
REVISED: April 25, 1989
August 10, 2021

706. PROPERTY RECORDS

Purpose

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

Authority

The Board directs that a complete inventory be maintained by physical count of all District-owned equipment. It further directs that property records be maintained of all buildings and grounds under the control of the District. Such records shall be updated at such intervals as will coincide with property insurance renewal.

Definition

For purposes of this Policy, "equipment" shall 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.

Delegation of Responsibility

It shall be the responsibility of the Director of Business Affairs or designee to ensure that inventories of equipment 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 non-school use, except in accordance with Board Policy.[1][2]

Legal

1. Pol. 708

2. Pol. 710

24 P.S. 510