

SHALER AREA SCHOOL DISTRICT

POLICY 706

SECTION: PROPERTY
 TITLE: PROPERTY RECORDS
 ADOPTED: July 13, 1998
 REVISED:

706. PROPERTY RECORDS

1. Purpose The Board directs that adequate property records and inventory records be maintained on all land, buildings and physical property under the control of the district.
2. 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 annually.
3. 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.
4. Delegation of Responsibility It shall be the duty of the Superintendent to ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.

 Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; any major loss shall be reported to the Board.

 Property 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.

The Superintendent or his/her designee shall maintain a system of property records which shall show, as appropriate to the item recorded, description, identification and year of purchase.