

# **MATERIALS AND EQUIPMENT MANAGEMENT**

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The district prohibits the use of district equipment for personal purposes. In addition, the district does not encourage employees to take district equipment home for professional use. However, district needs may make such use appropriate. In such instances, employees must receive prior written approval from the superintendent.

Occasionally employees will be required to use district equipment in presentations, etc., away from the district. For the employee's protection in these instances, the district will assume responsibility for loss, damage or theft only if the superintendent gives prior written consent.

## **Definition of school equipment**

For the purposes of this section, "equipment" is instructional materials, tools and movable furniture which have a normal life of more than one year, and which are not used up in instruction or the operation of the schools. Materials which have a life of less than one year and are consumed in instruction and operation are termed "supplies."

## **Requisition of equipment**

Employees must requisition equipment on purchase order forms supplied by the school.

## **Ownership of equipment**

Legally, all equipment purchased automatically becomes the property of the board. Employees may transfer equipment from a building only after consulting with the principal and securing the consent of the superintendent.

## **Loaned equipment**

The district will not loan any equipment without written authorization from the superintendent.

- Equipment and materials may be used for PTA meetings.
- Equipment may also be used for public relations presentations in which an employee or board member of the district is so identified and is explaining a function of the curriculum to a segment of the lay public. If equipment is to be taken out of the district, the employee must comply with the procedures set forth above.
- School groups composed of students with a faculty sponsor may use audiovisual equipment.
- Professional educational groups may use the audiovisual equipment.

The superintendent will make decisions for situations that do not fit the above conditions.

## **Borrowed equipment**

The board will assume no responsibility for any equipment that is borrowed by sponsors, coaches or teachers in the conduct of their daily work or for any special project or use in the schools. This is also true of all equipment owned by teachers or left in the buildings during the summer months or during the

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year. Employees must return all borrowed property at the close of each school year. The responsibility for return rests definitely upon the employee and the principal involved.

### **Transferred equipment and property**

Employees must not move furniture or equipment from one building to another without permission from the superintendent.

### **Summer storage of equipment**

Employees must take special care when storing sensitive equipment during the summer months. Employees should store all such equipment in a locked, dry, safe place.

### **Care of equipment**

Employees must take every precaution to maintain equipment at its full efficiency. Teachers and principals will encourage proper attitudes toward equipment and instructional supplies furnished by the school district. Only qualified people may use equipment which requires specialized knowledge.

### **Loss or damage of equipment**

Parents/Legal guardians of minor children are responsible for all loss or damage of equipment caused by such students. Principals are authorized to make a reasonable charge for any damage to school equipment because of the negligence or carelessness of the individual student.

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