

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: CONTROL AND DISPOSITION OF DISTRICT-OWNED SUPPLIES AND EQUIPMENT

Rationale

Employees of Murray City School District are entrusted with the responsible stewardship of public assets. This policy is intended to provide guidance to employees in the control and disposal of district-owned supplies and equipment.

Definitions

- a. Equipment – Physical assets that have an expected life of one year or more, do not lose their form or shape during use, and generally have residual value following expiration of expected life. Examples of equipment are automobiles, televisions, computers, drill presses, and microscopes.
- b. Supplies – Assets with an expected life of less than one year and that are used up in the process of classroom or support work. Examples of supplies are paper, textbooks, pencils, gasoline, and floor wax.
- c. Structural Components – Mechanical, electrical, electronic, hydraulic, or other apparatus that are built-in components of a building. Examples of Structural Components are lighting, wiring, plumbing, air conditioning, stairway banisters, door hardware, built-in cabinetry, and tile work.

Responsibility for Equipment and Supplies

- a. Building Principal – The principal has overall responsibility for equipment and supplies in the school. Meeting this responsibility requires that careful records be kept detailing the purchase and subsequent distribution of these assets among licensed and classified staff. Among the principal’s responsibilities in this regard is the maintenance and annual update of the Fixed Asset Inventory. This inventory tracks all equipment and physical assets having an individual value of \$1,000 or more.
- b. Licensed and Classified Staff – Licensed and classified employees of Murray City School District are expected to use supplies and equipment furnished by the Board and are individually responsible for district-owned or school-owned supplies and equipment under their control. Each individual employee is charged with the responsibility of using supplies and equipment in the manner intended by manufacturers and in accordance with customary

principals of safety. Waste is always to be avoided. Employees may not use district-owned equipment or supplies in support of any personal activity.

- c. Employees may be held responsible for the loss or damage of district-owned or school-owned equipment and supplies if the loss or damage is due to misuse, negligence, or activity outside the scope of an individual's job.

Disposing of Damaged or Surplus Equipment

- a. District or school equipment listed on the Asset Inventory must be accounted for as follows:
 - 1. Equipment in serviceable condition and in regular use is listed on the Inventory until its condition changes.
 - 2. Equipment declared surplus or damaged beyond repair may, at the principal's discretion, be replaced. The surplus or damaged equipment may be traded toward the purchase of replacement equipment. If this is done, the description of the old equipment, including model and serial numbers, is to be noted on the purchase contract of the new equipment. In addition, a district *Equipment Transfer Form* is to be completed and submitted to the Business Administrator.
 - 3. If the equipment is to be designated as surplus and not traded toward new equipment, the *Equipment Transfer Form* is filled out and accompanies the equipment when it is picked up for surplus. Notify District Maintenance for removal of surplus equipment.
 - 4. Sale or disposal of surplus equipment shall be conducted by district administration and may be conducted at school sites, the maintenance garage, or at the district office. All information technology equipment designated as surplus shall be picked up and processed by district information technology staff.
- b. Surplus equipment will be offered first to schools within the Murray School District before being sold at public auction or discarded. To this end, the purchasing director will notify schools of pending surplus sales.
- c. A Murray City School District employee may not take, sell, barter, or give away district-owned or school-owned equipment, regardless of the condition of the equipment, except as may be done through a district-approved auction.
- d. Murray City School District employees wishing to acquire surplus school equipment must do so as participants in public auctions at the same time and in the same manner as the general public.

Responsibility for Privately-owned Equipment and Supplies

- a. District employees may use privately-owned equipment and supplies on school premises only with the approval of the Principal. It should be recognized that employees use their own equipment and supplies on school property at their own risk.
- b. District insurance will not cover the loss, damage, or destruction of such items.

Money in Classrooms or Work Areas

Teachers and other employees shall not leave money of any amount in classrooms or work areas overnight. Desks, cupboards, and doors are to remain unlocked. Bookstores, laboratories and other special storage spaces may be locked. All money must be turned into the principal each day.