SUPPORT SERVICES

Removal of Equipment from School Board Property

I. Purpose:

This regulation establishes guidelines for removing School Board equipment from School Board property.

The School Board has established a policy that no School Board equipment may be removed from its assigned place of use except with prior written permission of the appropriate administrator/budget holder.

II. Scope:

This regulation is applicable to all administrators/budget holders responsible for the accountability of equipment.

III. Criteria:

A. Although School Board Policy 426.01 provides for removal of equipment in special circumstances, it is not the intent of the School Board that equipment be used for personal reasons. Therefore, building administrators/budget holders are cautioned to ensure that equipment will not be loaned for personal use.

B. Written permission to use School Board equipment must be obtained through the appropriate building administrator/budget holder before equipment can be removed from School Board property. A property loan receipt (Form No. 61582450101G) is used to request permission and can be obtained from the warehouse.

C. Disposition of copies of the property loan receipt form is as follows:

1. Third copy is given to the user when the equipment is signed for and removed from School Board property.

2. Two copies are held in suspense until the equipment is returned and checked.

3. When equipment has been returned and checked, a copy with the return receipt signed is given to the user.
4. The original is filed in a permanent equipment loan file.

D. If the equipment is returned in unsatisfactory condition, a notation to this effect will be made in the return receipt section of this form. When necessary repairs are made, the cost of parts and labor will be billed to the user for payment.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.