

NONINSTRUCTIONAL OPERATIONS

PROPERTY RECORDS

Property records and inventory records shall be maintained on all land, buildings and physical property under the control of the district. Such records shall be updated annually.

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. The superintendent shall 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. No equipment shall be removed for personal or nonschool use except according to board policy.

Property records shall show, as appropriate to the item recorded, the:

- A. Description and identification;
- B. Manufacturer;
- C. Year of purchase;
- D. Initial cost;
- E. Location;
- F. Condition and depreciation; and,
- G. Current valuation in conformity with insurance requirements.

Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.

Cross-reference:	Board Policy 8361	Loans of School-Owned Equipment and Books
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Legal References:	RCW 28A.400.030(5) 40.14.010	Superintendent's duties Definition of public records
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Adoption Date: September 12, 1994
Wenatchee School District