

NONINSTRUCTIONAL OPERATIONSProperty 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

Legal References: RCW 28A.400.030(5) Superintendent's duties
40.14.010 Definition of public records

Adoption Date:

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Property Records

Property and equipment records must be maintained by a school district. In the event of a casualty loss, the district is able to establish "proof of loss" for insurance purposes. Some districts have found the use of a professional appraisal service to be more effective and efficient in compiling an inventory than assigning the responsibility to each location. Appraisal services store inventory records in a data bank which can facilitate annual updates by adding and/or deleting equipment that is acquired or disposed of during the year.