

CHAPTER 7.00 - BUSINESS SERVICES

INVENTORIES AND PROPERTY RECORDS

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The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall be consistent with all requirements of Florida Statutes. School Board inventories shall be verified by the district administration at the Superintendent's direction.

- I. All equipment shall be listed that has a value or cost as established by law or SBER. The cost center head shall notify the district office of all removals, transfers, and receipt of donated or purchased property that meets criteria for being recorded as a fixed asset in order to update records.
- II. Property inventories shall be performed annually by the Superintendent's designee(s) of all equipment with a value or cost as established by law or SBER. Such inventory shall be maintained in the district office. A report shall be periodically compiled for School Board action that includes recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such report shall include any property that has been lost or stolen.
- III. Property records office shall conduct an additional physical inventory of equipment with a value or cost as established by law or SBER immediately upon the change of the cost center head and report any shortages or discrepancies to the School Board.
- IV. The cost center head or designee(s) shall also be responsible for taking inventories of properties not covered in subsection (1) herein such as furniture, library books, films and tapes, and other materials in excess of one hundred dollars (\$100.00) and below the limit established by law or SBER.
- V. The Superintendent shall prescribe the procedures for the accountability of property as defined in Florida Statutes.
- VI. All equipment purchased or donated for district use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. No person shall remove any item of property from a school or district facility without the permission of the cost center head. Employees shall not be permitted to remove equipment from a facility for any purpose other than official use.
- VIII. Security of Property. All property must be secured as safely as possible in order to protect it from burglary and vandalism. The security of district property is the

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responsibility of all staff. While the district is not responsible for privately owned items that are brought into schools and other cost centers by staff, students, parents, civic groups, business or others, these items must also be stored in as secure a fashion as is practicable. The individual owner of all non-district items however, retains sole responsibility for the security of his/her property when it is brought to any district location or facility.

STATUTORY AUTHORITY: **1001.42, F.S.**

LAWS IMPLEMENTED: **CHAPTER 274; 1001.43, F.S.**

HISTORY: **ADOPTED: 08/21/01**
REVISION DATE(S): 11/6/18
FORMERLY: 6.117

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