

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 3000 – BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy 3512

Equipment

Employees and/or students shall use Solano County Office of Education (SCOE) equipment only for work- and school-related tasks. The County Superintendent or designee shall ensure that all employees understand that personal use of SCOE equipment is prohibited, and a violation may be cause for disciplinary action.

SCOE shall provide comparable basic equipment and supplies for all classes. When equipment cannot be supplied to every class, the Superintendent or designee shall ensure that it will be shared within and among the schools.

When SCOE equipment is not being used by students or employees, school-connected organizations may be granted reasonable use of the equipment for school-related matters.

The principal shall approve the removal of SCOE-owned equipment from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Transfer of Equipment to a New Site

Employees transferred to another SCOE site shall take with them only those personal items that have been purchased with their own funds. Items paid for by SCOE, school-connected organizations, or grants shall remain at the initial location unless the administrators of both sites make special arrangements that serve the best interests of the countywide instructional program.

Equipment and materials unique to a special program being moved to another site may be moved to the new location upon the approval of both site administrators. An inventory/Transfer of Equipment Form shall be completed and turned in to the business office within 15 days of the transfer.

Equipment Acquired by Federal Funds

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency.

All equipment purchased with Consolidated Application funds shall be labeled with the name of the project, identification number, and SCOE's name.

Each site administrator or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed:

1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.
2. Adequate maintenance procedures shall be developed to keep the property in good condition.

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

Policy 3512 (Continued)

Legal Reference:

EDUCATION CODE

- 35160 Authority of boards
- 35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

- 3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds
- 4424 Comparability of services
- 16023 Class 1- Permanent records

CODE OF FEDERAL REGULATIONS, TITLE 34

- 80.1-80.52 Uniform administration requirements for grants to state and local governments

UNITED STATES CODE, TITLE 20

- 6321 Fiscal requirements

Policy Cross-Reference:

- 1230 School-Connected Organizations
- 1330 Use of School Facilities
- 3440 Inventories
- 3515.4 Recovery for Property Loss or Damage
- 3530 Risk Management/Insurance
- 4040 Employee Use of Technology
- 4118 Suspension/Disciplinary Action
- 4156.3 Employee Property Reimbursement
- 4218 Dismissal/Suspension/Disciplinary Action
- 5144 Discipline
- 6000 Concepts and Roles
- 6163.4 Student Use of Technology
- 6171 Title I Programs