

Downey Unified School District

ADMINISTRATIVE SERVICES

PROPERTY AND INVENTORY CONTROL -
NON-DISTRICT-OWNED EQUIPMENT AND SUPPLIES

AR 6371

Equipment and supplies not owned by the District, regardless of ownership, are not covered by the District fire or theft insurance.

Storage of property, not District-owned, will be controlled as follows:

1. If owned by school-sponsored organizations such as the PTA, prior express approval of the respective principal or administrator is required.
2. If owned by other organizations, prior express approval of the Board is required.

In all cases, storage is permissible only when suitable space is available but unneeded by the District. A written Release of District Liability, signed by the owner(s) of the property, is required.