

# Downey Unified School District

## ADMINISTRATIVE SERVICES

### PROPERTY AND INVENTORY CONTROL - EQUIPMENT

AR 6373

#### Definition

"Equipment," as used in this regulation, is defined as all items except books and supplies that are not consumable, that have a normal service life of more than one year, and a new replacement value of at least \$500. "Equipment" is normally portable, repairable, and usually contains model and serial numbers designated by the manufacturer. Examples include vehicles, digital duplicators, technology and audio/visual equipment, maintenance and operations equipment.

#### Annual Inventory

Annually, each site and department administrator will be provided with a computerized printout of all equipment assigned to his/her location. An item-by-item survey shall be taken confirming the status of that equipment.

All status changes in equipment assets since the prior year's survey shall be reported on forms provided by the Director, Purchasing and Warehouse, not later than April 30.

#### Location Transfer of Equipment

Movement of equipment from site to site must be preceded by the processing of Transfer Request Form #34880. Approval of transfers must be secured from the Assistant Superintendent, Administrative Services, before transfers are made.

#### Surplus and Obsolete Equipment

So that a location control can be maintained on all equipment it is necessary that an accounting be made at least annually of equipment in storage. Surplus equipment shall be made available to all schools and departments upon request and processing of Form #34880.

Obsolete equipment is defined as that equipment that no longer has a functional use and/or is beyond repair from the standpoint of cost-effective maintenance. An evaluation of equipment designated as both surplus and obsolete shall be made at least annually. Inclusion of this equipment in surplus equipment sales shall be determined following the evaluation of the equipment's remaining service life.

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#### Closing of Schools

When it has been decided to close a school it will be necessary to distribute equipment to schools receiving the students affected by the closure.

The receiving principal(s) shall meet with the sending principal(s) and reach agreement as to the distribution and allocation of the equipment.

Equipment, if any, that is not needed by the receiving school(s), shall be made available to other schools in the District in accordance with a plan of distribution established by the Assistant Superintendent, Administrative Services.

#### Maintenance of Property Control Records

The Director, Purchasing and Warehouse, shall be responsible for the property control records. Through this office computerized records shall be stored and updated.

#### Purchase of New Equipment

Purchase of new and replaced equipment shall be initiated at the school or department level. Funding shall be dependent upon the school/department and District resources. Approvals for equipment to be purchased from the District's 6490 accounts, which include purchases over \$5,000, shall be authorized by the Assistant Superintendent, Administrative Services. All other purchases require approval and monitoring by the individual administrator responsible for the account to which equipment purchases are to be charged.

#### Insurance Coverage

Annually, the Assistant Superintendent, Administrative Services, shall be responsible for determining the insurance values of District equipment for the purpose of establishing insurance coverage.

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Theft and Vandalism

Equipment which has been stolen or vandalized beyond repair as a result of forced entry may be replaced upon approval of the Assistant Superintendent, Administrative Services.

This applies to equipment having an individual value of \$500 or more. When stolen or destroyed equipment involves multiple items costing over \$500 on a cumulative basis, a replacement may be made upon approval by the Assistant Superintendent, Administrative Services. Funding shall be charged to the District Stolen Equipment account.

Replacement of equipment that has disappeared mysteriously may be replaced upon approval of the Assistant Superintendent, Administrative Services. Seventy-five percent of the cost will be funded from the District's Stolen Equipment account and 25% from the site or department account.

Loaners

Where available, temporary "loaners" may be drawn from the surplus equipment pool when a repair or replacement of equipment is pending.