

Downey Unified School District

ADMINISTRATIVE SERVICES

PROPERTY AND INVENTORY CONTROL –
DISTRICT EQUIPMENT AND SUPPLIES

BP 6373

It shall be the policy of the Board of Education to insure that all equipment and supplies owned by the District, regardless of present or previous ownership, location, custody, or assignment, be made available for use anywhere in the District, with the exception of gifts legibly marked designating the name of the donor and donee.

The Superintendent or designee shall establish such procedures, allowances, records, and controls over such assets as he/she deems appropriate to provide maximum benefit to the students of the District as a whole.

A unit control system of Property (equipment) Control shall be maintained. Unit control will be maintained on all movable equipment with a market value in excess of \$500 and/or if the equipment has a serial number given it by the manufacturer.