

**Spearfish School District 40-2
3000 Business and Non-instructional Operations**

Board Policy

Code: 3601

MAINTENANCE AND CONTROL OF DISTRICT EQUIPMENT

The school district shall annually cause an inventory of personal property to be made and placed on file with the business manager. For insurance and accountability purposes, district property with an original value greater than \$5,000, except technology equipment, shall be included in the inventory as required by SDCL 5-24-1.1.

General capital assets are divided into five main classes: land, buildings, improvements other than buildings, equipment, and construction work in progress. Capital assets shall be marked by a permanent method of identification. Periodic inventories shall be taken by personnel designated by the business manager. Spearfish School District has adopted a \$5,000 value for capital assets.

The individual staff member who is entrusted with equipment shall be held responsible for those issued items.

Removal of school equipment must be authorized by an administrator responsible for such equipment or building materials. Lending of school items shall be discouraged.

Permanent transfer of school equipment from one building to another, sale or exchange of equipment, or acceptance of any equipment donated to the schools must have the approval of the building principal and proper transfer allocated on the permanent inventory in the business office.

LEGAL REF: SDCL 5-24-1, 5-24-3, 13-16-6. ASRD 10:02:01:01

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