

Marion County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 04/24/01
		Rescinds: 3.300	Issued: 12/15/97

1 All equipment and materials placed in school buildings by any group or organization become the property
 2 of the Board. The Board reserves the right to transfer property to other schools if the school in which
 3 it was originally placed is discontinued or if there is no longer any need for the equipment or materials
 4 where originally placed.

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 6 Instructional equipment purchased for a specific program or class shall not be removed from the instructional
 7 area or used for any purpose other than that for which it was purchased if such removal or use will in any
 8 way interfere with the instructional program.

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 10 Students operating audiovisual equipment shall be trained by the media specialist and shall work under
 11 the supervision of the teacher.

12
 13 The director of schools shall develop procedures promoting the useful life of equipment and supplies by
 14 establishing a thorough, effective and economical operations and maintenance program and providing
 15 adequate insurance coverage.

16
 17 A board for reviewing equipment shall be established. The Board of Review shall consist of the director
 18 of schools, supervisor of instruction , supervisor of vocational education and the principal

19
 20 The duties of the Board of Review shall be to:

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- 22 • Evaluate equipment that has become physically obsolete or that has been used or damaged
 - 23 to the extent that its repair is questionable.
 - 24
 - 25 • Make recommendations relative to the replacement, rental or repair of physically obsolete,
 - 26 damaged or stolen equipment.
 - 27
 - 28 • Evaluate requests for new equipment in terms of need, feasibility and availability of funds.
 - 29

30 Each employee of the system shall be responsible for the materials, equipment and supplies assigned to
 31 him. In addition, he/she is responsible for the preservation and protection of materials, equipment and
 32 supplies not under his/her direct control when such are endangered and when the system employee having
 33 direct control is not present or is otherwise unable to act.

34
 35 The loss, theft or damage to instructional equipment by external forces shall be reported to the principal.

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 37 The loss, theft of damage in instructional equipment by internal forces shall be reported immediately to
 38 the principal. It shall be reported to the director of schools within twenty-four hours after discovery.

39
 40 Cross Reference:

41 Inventories 2.702