

# Scott County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Equipment and Supplies Federal Compliance Regulations</b>	Descriptor Code: <b>3.3002</b>	Issued Date: <b>05/13/10</b>
		Rescinds: <b>3.3002</b>	Issued: <b>02/08/07</b>

- 1 Equipment shall be the responsibility of the department head or principal for which the equipment is or-  
2 dered.  
3
- 4 In the event of a theft of equipment local law enforcement will be notified and a police report will be ob-  
5 tained.  
6
- 7 The LEA will update the equipment log/database when there is a change in any of the data elements on the  
8 log/database (e.g., change in location, change in condition, disposition of equipment).  
9
- 10 The LEA will have a plan for scheduled maintenance for items of equipment for which regular maintenance  
11 is required for the equipment to attain normal life expectancy.  
12
- 13 The LEA will assess the residual value of equipment before disposing of equipment that is no longer needed  
14 (if the equipment has a remaining fair market value exceeding \$5,000, the LEA must refund the Federal  
15 government its fair share of the proceeds from the disposition of the equipment).  
16
- 17 The LEA will notify the TDE of its schedule for physical inventory of equipment and notify the TDE of  
18 the results of the physical inventory once completed.  
19
- 20 The LEA shall conduct an annual inventory of equipment to confirm the log/data is correct, equipment is  
21 secure, measures to correct items not found in compliance of the inventory.  
22
- 23 Scott County Government has designated that equipment is any item with a purchase price above  
24 \$5,000.  
25
- 26 Scott County Schools has adopted the same policy governing the purchase of equipment. The finance com-  
27 mittee of Scott County must bid any item with a purchase price in excess of \$2,000.  
28
- 29 The following must be maintained in the equipment log/database:
- 30 Description of item
  - 31 Serial number and other identifying numbers (bar code or local identifying number)
  - 32 Source of the property
  - 33 Titleholder
  - 34 Acquisition Date
  - 35 Cost
  - 36 Percentage of Federal participation in the cost
  - 37 Location
  - 38 Use
  - 39 Condition
  - 40 Disposition Date (when property is retired from service)
- 41
- 42 In addition each equipment item will be affixed with a tag/bar code to specify program ownership of the  
43 equipment (e.g. Title 1, Special Ed., Title II D.)