

EQUIPMENT AND SUPPLIES MANAGEMENT  
AUTHORIZED USE OF EQUIPMENT AND SUPPLIES

CMD  
(REGULATION)

PUBLIC USE

School furniture, equipment and supplies shall not be available for use, rent, or loan outside of school facilities without written permission from the Superintendent or his designee, other than for school-sponsored activities and events, or by other governmental agencies and agencies in charge of crises during times of disaster.

Whenever school equipment is needed by outside groups for use on school premises, it must be checked out through the school employee responsible for the equipment. By signing the "Equipment Usage Agreement", the outside organization agrees that the equipment will be used as directed and operated only by the authorized person.

The borrower shall be responsible for the working condition and return of all such equipment as specified in the agreement. Failure to return equipment on the date agreed or in proper working condition will result in a charge to the borrower for replacement cost or repairs. The principal or administrator will have the responsibility of verifying that the returned equipment is in proper working condition when returned.

USE BY SCHOOL  
PERSONNEL

School personnel shall not be allowed to take furniture or equipment home with them for personal use.

If school personnel needs to use school equipment to perform work at home or away from district property, then such equipment may be checked out with approval from the supervisor or principal using the "Equipment Usage Agreement". The principal or supervisor will be responsible for properly administering this regulation.

District office personnel, who need to use school equipment to do work at home or away from district property to perform their jobs, must secure permission from their immediate supervisor.

All personnel shall complete an "Equipment Usage Agreement" form prior to borrowing district equipment. The original form shall be kept on file in the principal's or supervisor's office. Employees are responsible for the repair or market value cost (as determined by the District at the time of the loss) for any items that are lost, stolen, damaged, or missing while the items were under their care, custody, and control while away from school district facilities or functions. The principal or supervisor shall report such loss in accordance with this regulation.

An employee will still be responsible for reimbursing the District for the value of the lost equipment even if the property was removed without the completion of the "Equipment Usage

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Agreement”.

School personnel that are authorized to use school equipment outside of school property do not have to complete the “Equipment Usage Agreement”. However, it is understood by agreeing to use the equipment for school purposes outside of school property that the employee is responsible for repairs or the replacement cost of the equipment if it is damaged, lost, or stolen.

AUTHORIZATION  
FURNITURE/  
TECHNOLOGY  
EQUIPMENT

The usage of technology equipment, such as computers, laptops, palm pilots may be approved only by the building principal, supervisor or instructional technologists. The instructional technologists at each school will be responsible for authorizing the use and check out of computer equipment. If the value of the equipment being requested exceeds \$5,000, then approval must be granted by the Director of Technology Services. The individual authorizing the use of the equipment shall be responsible for verifying that the equipment is returned within the specified time and in the same condition as issued.

EQUIPMENT  
PURCHASED WITH  
FEDERAL FUNDS

The use of equipment purchased with federal funds can only be authorized by the director of the department. The departments that would fall under this category would include Child Nutrition Services, Special Education, etc.

EQUIPMENT  
USAGE  
AGREEMENT

An employee or outside organization may request to utilize equipment for school or instructional purposes by completing an “Equipment Usage Agreement”. The use of school property for personal use is prohibited. The approved “Equipment Usage Agreement” must be completed and approved by the supervisor and retained by the supervisor until the item is returned. The equipment must be returned within the specified period of time as stated on the agreement form. The employee must be aware and understand that by signing the receipt to check out the equipment, they are solely responsible for the repairs or the replacement if the equipment is damaged or stolen or not returned when agreed.

REPORTING  
DAMAGED,  
MISSING AND  
STOLEN  
EQUIPMENT

The principal/supervisor must report to the Department of Business Services equipment that is returned damaged or missing. The replacement cost of the equipment will be determined, and the borrower will be charged. Once the missing equipment is replaced by the District, the borrower can not seek reimbursement by returning the lost equipment. If the equipment is considered stolen, it must be reported to the SISD Police Services Department, Department of Business Services, and the Internal Auditor.