

Dickson County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Equipment and Supplies Management	Descriptor Code: 3.300	Issued Date: 02/24/11
		Rescinds: 3.3000	Issued: 05/17/07

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 The director of schools shall develop procedures promoting the useful life of equipment and supplies
7 by establishing a thorough, effective and economical operations and maintenance program and provid-
8 ing adequate insurance coverage. Equipment management shall be in accordance with federal and state
9 laws, regulations and guidelines.

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

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16 Principals shall give authorization to use school equipment or supplies, otherwise employees are the only
17 individuals authorized to use school equipment, materials, or supplies.

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Cross Reference:

Inventories 2.702