

## **EQUIPMENT ACCOUNTABILITY**

It is the policy of the Southwest Technology Center Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent.

Equipment inventories will be conducted during the fourth quarter of each school year. Each staff member will be responsible for updating the inventory for his/her area of assignment. The update will include the addition of newly acquired equipment/items, the deletion of missing/discarded transferred equipment/items, and the adjustment of all figures and information needed to produce an accurate and current list of district-owned equipment/property.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

**REFERENCE:** 70 O.S. §5-130  
Department of Education, Administrator's Handbook

**CROSS-REFERENCE:** Policy CMA, Equipment Accountability, Lending  
Policy CMAA, Use of School Property by District Employees  
Policy GK, Use of School Property

**Adopted:** January 1994 as policy F-100  
**Revised:** November 1995