

NORTHERN TIER CAREER CENTER

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: August 23, 2012

REVISED:

706. PROPERTY RECORDS	
1. Purpose	The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under control of the center.
2. Authority SC 1850.1	The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment and property records of the school building and grounds, shall be maintained and updated at intervals that coincide with property insurance renewal.
3. Definition	For purposes of this policy, equipment shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.
4. Delegation of Responsibility	It shall be the responsibility of the Administrative Director to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.
5. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine loss, location or depreciation; any major loss shall be reported to the Joint Operating Committee.
Pol. 708, 710	Records of consumable supplies shall be maintained on a continuous inventory basis. No equipment shall be removed for personal or nonschool use, except in accordance with Joint Operating Committee policy. Equipment shall be identified with a permanent tag that provides appropriate center identification.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 708, 710