

**Business and Noninstructional Operations**

**EQUIPMENT**

School equipment may be used by staff members and/or students only for school-related tasks. District equipment may not be used for personal reasons without written consent by the Superintendent or his designee.

The Superintendent or designee shall ensure that all employees understand that personal use of district equipment without written consent by the Superintendent or his designee is prohibited and that violation may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the district.

(cf. 1230 - School - Connected Organizations)

The consent of the principal is required if district-owned equipment is removed from the school site.

When any equipment is taken off-site, the borrower will return the equipment to the District in the same condition it was in prior to checkout (excluding normal wear and tear). Ordinary care and diligence will be used in protecting, safeguarding, and maintaining this equipment. In the event that equipment is lost/stolen/damaged the borrower will report that information to the Superintendent or his designee in accordance with Board Policy (BP 3514.4).

(cf. 3440 - Inventories)

**Legal Reference:**

**EDUCATION CODE**

35160 Authority of governing boards

## **Business and Noninstructional Operations**

### **EQUIPMENT**

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

(cf. 0440 - District Technology Plan)  
(cf. 3515.4 - Recovery for Property Loss or Damage)  
(cf. 3540 - Transportation)  
(cf. 3551 - Food Service Operations/Cafeteria Fund)  
(cf. 4040 - Employee Use of Technology)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5142 - Safety)  
(cf. 5144 - Discipline)  
(cf. 6000 - Concepts and Roles)  
(cf. 6163.4 - Student Use of Technology)  
(cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

(cf. 1230 - School-Connected Organizations)  
(cf. 1330 - Use of School Facilities)

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

(cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

**EQUIPMENT (continued)**

**Equipment Acquired by Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

(cf. 3230 - Federal Grant Funds)  
(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

(cf. 3530 - Risk Management/Insurance)  
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another  
17545-17555 Sale of personal property  
17605 Delegation of authority to purchase supplies and equipment  
35160 Authority of governing boards  
35168 Inventory of equipment  
64000-64001 Consolidated application process

CODE OF REGULATION, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds  
4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

**EQUIPMENT (continued)**

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Cost Principles for State, Local, and Indian Tribal Governments, OMB Circular A-87

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

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2/24/16

3/8/17