BOARD POLICY

706 Property Records

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
706	1/19/2023	v1.2	DRAFT

PRINTED
10/14/2026

Purpose

The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.

Authority

The Board directs that a complete inventory of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.

Delegation of Responsibility

It shall be the responsibility of the Chief Financial Officer 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.

Guidelines

Major items of equipment shall be subject to regular physical spot check inventory to determine loss, location, or depreciation; any major loss shall be reported to the Board.

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 Board policy. [1] [2]

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

Disposal of Books, Supplies and Equipment

Obsolete Books - Textbooks, supplementary and library books may be declared obsolete, upon the recommendation of the building principal and with the approval of the Assistant Superintendent or designee.

Obsolete books, if still in usable condition, may be donated to an educational or charitable organization; otherwise, obsolete books may be disposed of by the business office.

All books that have been disposed of shall be removed from the inventories.

Obsolete and Surplus Supplies and Equipment - Instructional supplies and equipment deemed no longer useful may be declared obsolete or surplus by the building principal, with the approval of the Assistant Superintendent or designee. Noninstructional supplies and equipment may be declared obsolete or surplus by the Director of Facilities and Operations or designee.

A descriptive list of surplus instructional items may, when appropriate, be circulated to all building principals to determine if a use for the items can be found elsewhere in the district.

Any unwanted surplus items and all obsolete items shall be turned over to the Business Office or Facilities and Operations Department for disposal. Items may be offered for sale through the solicitation of quotations from interested parties, put up for auction (including through the use of an online platform, such as Municibid) donated to educational or charitable organizations, or otherwise disposed of as deemed appropriate by the Chief Financial Officer, the Director of Facilities and Operations, or their designees.

All supplies and equipment that have been disposed of shall be removed from the inventories.

Legal Footnotes

[1] **Pol. 708 — Lending of Equipment and Books**
POLICY REFERENCE

[2] **Pol. 710 — Use of Facilities by Staff**
POLICY REFERENCE