

BUSINESS SERVICES

OPERATIONS

DISTRICT PERSONNEL, EQUIPMENT, MATERIALS AND SUPPLIES

A. Equipment Inventory

An equipment inventory shall be maintained for all items with a market value of \$500 or more showing location, description, identification number and original acquisition cost. Inventories shall be verified on an annual basis.

B. Use of District Personnel, Materials, Equipment, and Supplies

District personnel, equipment, materials, and supplies are intended to be used for educational purposes. Utilization or loan of District personnel, equipment, materials, or supplies by individuals or organizations for private use is prohibited, except when used in connection with the Civic Center Act or when used for non-profit or charitable purposes when it has been determined by the Superintendent or designee to be in the best interest of the District to permit such use.

C. Personal Property

The District is not responsible for the loss of personal property lost or stolen on District premises. This applies to staff and students.

Legal Reference: Education Code 35168

Revised: August 17, 1993