

CHAPTER 7.00 - BUSINESS SERVICES

7.09 - Acquisitions, Use, and Exchange of School Property

POLICY:

- (1) Acquisition
 - (a) All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures.
 - (b) All property, including vehicular equipment, shall be under the full control and name of the School Board.
 - (c) All property with a value equal to or greater than the state threshold tagging limit (as defined by Statute, F.S. 274.02) acquired through internal accounts or donations shall be reported immediately by the principal to the Purchasing Office on the prescribed forms.
 - (d) Principals and District department heads shall be responsible for determining that all property is identified and accounted.

- (2) Exchange

Each principal and District department head shall determine the property needs for his/her school or department. The principal or District department head shall declare any property which is not needed, upon the Property Records Offices approval, and may requisition additional property through proper procedures.

- (a) Surplus property shall be reported on proper forms to the Property Records Office which shall be responsible for acquiring and storing the surplus property.
- (b) Property items with a value equal to or greater than the state threshold tagging limit (as defined by Statute, F.S. 274.02) may be exchanged between schools and District departments when approval is granted by the Purchasing Office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the Purchasing Office to adjust property records of schools and District departments.
- (c) School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.

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- (d) School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.
- (e) All property purchased through grants or awarded to teachers, including lead teacher appropriations and school recognition appropriations, remains the property of the School Board and will be subject to all of the rules and laws of all other property. Any transfer of property between schools within the District, are subject to the principal's approval.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1010.04, 1011.06, 1011.07, 273.01, F.S.

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