

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY	7.72
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- I. 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 consistent with the provisions of this policy manual, acquired through internal accounts or donations, shall be reported immediately by the principal or work site supervisor to the designated property records office on the prescribed forms.
 - D. Principals and work site supervisor shall be responsible for determining that all property is identified and accounted.
- II. Exchange - Each principal and work site supervisor 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 approval of the designated property control office, and may requisition additional property through proper procedures.
 - A. Surplus property shall be reported on proper forms to the designated Property Records office which shall be responsible for acquiring and storing the surplus property.
 - B. Property items with a value as established in I.C. above may be exchanged between schools and District departments when approval is granted by the designated property records office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and District departments.
- III. Use of School Board Equipment -
 - A. Equipment belonging to the schools will not ordinarily be loaned to an individual or non-school organization for their own use. With approval of the principal, school equipment may be loaned to individual or community groups. Those borrowing the equipment must assure responsibility for returning the equipment in good condition. This statement is not to be

construed to prohibit the loan of equipment of official or quasi-official school organizations.

- B. School Board equipment shall not be used for gainful outside employment or private use of employees or by any outside group or organization.
- 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.
- D. Acquisition of real property is not included under this policy

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

274.01, 274.02, 1001.43, 1011.06, F.S.

HISTORY:

ADOPTED: 6/12/2007
REVISION DATE(S): _____
FORMERLY: