FINANCE

Inventory

Equipment Ownership and Use

This policy supersedes Policy 5029.4.

I. PURPOSE

To establish guidelines for ownership and use of equipment.

II. SUMMARY OF CHANGES

- The office of responsibility has changed from the Office of Procurement Services to the Office of the Comptroller.
- Section III. Philosophy was added to consolidate the sections on Use and Public Property.
- Section V. Responsibility was updated to clarify reporting requirements as outlined in Regulation 5028, Asset Management for equipment that meets or exceeds the FCPS capitalization threshold.

III. PHILOSOPHY

The Fairfax County School Board recognizes that equipment shall be used in schools and departments in a manner that is consistent with the purpose for which the purchase was authorized by the School Board or accepted as a donation.

IV. RESPONSIBILITIES

Equipment purchased by the School Board, or purchased with local school activity funds, or accepted as a donation shall be public property subject to the control of the School Board.

The Division Superintendent shall assume responsibility for all public property within the school division and shall ensure that it is properly maintained. Damage to or loss of equipment shall be promptly reported and investigated. Any equipment that meets or exceeds the current capitalization threshold stated in Regulation 5028, Asset Management must be reported to the Office of the Comptroller, Financial Services.

A. LOAN OF EQUIPMENT

1. Equipment may be loaned based on written request from government agencies, civic organizations, and other public agencies when such action does not interfere with the educational program. The requesting organization shall provide a qualified operator and ensure that the equipment is returned without damage in a timely manner.

2. Equipment may be loaned to employees for activities that directly support the FCPS mission, such as curriculum development, research and analysis, and community or FCPS projects, when such loans do not interfere with the educational program. Each principal or program manager shall determine the merit of the equipment loan request and establish procedures and recordkeeping to ensure accountability of such equipment. Equipment may not be loaned for more than a three-month period.

Cross References: See also the current versions of

Policy 5960, Donations to Schools
Notice 5961, Donations to Schools
Regulation 5028, Asset Management
Regulation 5961, Donations to Schools
Policy 5030, Disposal of Surplus Books, Equipment, Instructional Materials, Furniture, and Supplies
Regulation 5030, Redistribution and Disposal of Products

Policy
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FAIRFAX COUNTY SCHOOL BOARD