

West Carroll Board of Education

Administrative Procedure

Required by:

**Federal Projects Program
WC Board Policy 2.702**

Descriptor Term:

Control of Equipment

Revised: March 25, 2008

Procedures for the control of equipment purchased with federal funds:

1. Principals are to notify local law enforcement when it is discovered that equipment has been stolen and obtain a police report. (Board policy 3.205)
2. Principals are to notify the inventory control specialist when there is a change in any of the data elements on the log/database (e.g., change in location, change in condition, disposition of the equipment). The inventory control specialist will then change the information on the log/database.
3. The technology coordinator plans scheduled maintenance for items of equipment for which regular maintenance is required for the equipment to attain normal life expectancy.
4. The federal projects director collects the information necessary to assess the residual value of equipment purchased using federal funds before disposing of equipment that is no longer needed. If the equipment has a remaining fair market value exceeding \$5000, the LEA must refund the federal government its fair share of the proceeds from the disposition of the equipment.
5. The federal projects director notifies the Tennessee Department of Education of its schedule for physical inventory of equipment and submits the results of the physical inventory to TDE when inventory is completed.
6. The federal projects director is responsible for filing the written policies and procedures for control of equipment purchased with federal funds with the TDE, if so required.
7. The State of Tennessee definition of equipment is used for the purposes of this procedure (POST Manual, pages 95-97).
8. The following information is to be contained on the equipment log/database for equipment purchased with federal funds:
 - Description of item
 - Serial number and other identifying numbers (bar code or local identifying number)
 - Source of the property
 - Titleholder
 - Acquisition date
 - Cost
 - Percentage of federal participation in the cost
 - Location
 - Use
 - Condition
 - Disposition data (date, method of disposition, sales price—if applicable) when property is retired from service.
9. The inventory control specialist with consultation with the federal projects director affixes a bar code or other type of tag to the equipment that denotes the equipment is the property of federal projects programs.
10. A physical inventory of equipment is conducted annually that
 - Confirms the equipment was found at the location indicated on the log/database
 - Assesses the condition of the equipment
 - Confirms the equipment is located in a secure environment (e.g., equipment is located in a room, storage cabinet, etc. that can be locked when not in use)
 - Requires the federal projects director and inventory control specialist to follow-up on the completion of the physical inventory to determine the cause and implement corrective action if the results of the physical inventory indicate there is a systemic weakness relating to keeping the log/database current, security over equipment, or other area of non-compliance.
 - The inventory control specialist is responsible for updating the condition, location, and other data on the log/database based on the results of the physical inventory.
 - The federal projects director is responsible for notifying the TDE that the physical inventory has been completed and provide general results, including any corrective action that will be taken, if applicable.

West Carroll Board of Education

Administrative Procedure

Required by:

Federal Projects Program

Descriptor Term:

Control of Equipment cont'd

Revised: March 25, 2008

Procedures for the sale of equipment purchased with Federal Funds:

After equipment or materials or other property no longer have use by the system or are no longer capable of being used because of condition, the Board shall declare them surplus property and authorize their disposal or sale.

All unusable items shall be sold within ninety (90) days of being declared surplus to the highest bidder after advertising in a newspaper of general circulation at least seven (7) days prior to the sale. Surplus personal property which has no value or less than two hundred fifty dollars (\$250) may be disposed of without the necessity of bids. In order for such disposal without bids, the principal of the school with the surplus school property, the director, and the chairman of the board must all agree in written form that the property is of no value or less than two hundred fifty dollars (\$250). Equipment that has a remaining value of five thousand dollars (\$5000) or more shall be sold by bid or auction to the highest bidder. The federal government will be refunded its fair share of the proceeds.