

**Business and Non-instructional Operations**

**Equipment**

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

- (cf. 0440 - District Technology Plan)
- (cf. 3515.4 - Recovery for Property Loss or Damage)
- (cf. 3540 - Transportation)
- (cf. 3551 - Food Service Operations/Cafeteria Fund)
- (cf. 4040 - Employee Use of Technology)
- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 5142 - Safety)
- (cf. 5144 - Discipline)
- (cf. 6000 - Concepts and Roles)
- (cf. 6163.4 - Student Use of Technology)
- (cf. 6171 - Title I Programs)

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

- (cf. 1230 - School-Connected Organizations)
- (cf. 1330 - Use of School Facilities)

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the Superintendent or designee or applicable Board policy.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946)

- (cf. 3440 - Inventories)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

- (cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

**Equipment (Cont.)**

**Equipment Acquired with Federal Funds**

The Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

(cf. 3230 - Federal Grant Funds)  
(cf. 3300 - Expenditures and Purchases)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the district. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

(cf. 3530 - Risk Management/Insurance)  
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

**Equipment (Cont.)**

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Adopted: 11/28/90

Amended: 7/18/01, 10/4/06, 4/20/16, 10/19/16

**OROVILLE UNION HIGH SCHOOL DISTRICT**

**EMPLOYEE EQUIPMENT CHECK-OUT AGREEMENT**

DEPARTMENT: \_\_\_\_\_

BORROWER: \_\_\_\_\_ RETURN DUE DATE: \_\_\_\_\_

ITEM: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

BAR CODE #: \_\_\_\_\_

CONDITION OF EQUIPMENT: \_\_\_\_\_

\_\_\_\_\_

DATE/TIME OUT: \_\_\_\_\_ DATE/TIME IN: \_\_\_\_\_

**BORROWER TO COMPLETE:**

AUTOMOBILE INSURANCE COMPANY: \_\_\_\_\_

POLICY #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

HOMEOWNER'S/RENTER'S INSURANCE COMPANY: \_\_\_\_\_

POLICY #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

The borrower of the equipment agrees to return the equipment in the same condition as when received from the District and further agrees to pay for any damage or loss incurred through negligence or lack of control for the same and agrees to pay for any corrective action taken to restore or replace the piece(s) of equipment to the original condition upon return. Borrower will not loan equipment to any person and agrees to return equipment no later than the "Due Date" above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_