

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: October 21, 2004

REVISED: September 21, 2006

706. PROPERTY RECORDS	
1. Purpose	The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under control of the school.
2. Authority SC 1850.1	The Joint Operating Committee directs that a complete inventory, of all school-owned equipment, and property records of the school building and grounds, shall be maintained and updated at intervals that coincide with property insurance renewal.
3. Definition	For purposes of this policy, equipment shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.
4. Delegation of Responsibility	<p>It shall be the responsibility of the Administrative Director to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Administrative Director shall maintain a system of property records which lists, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> 1. Description and identification. 2. Manufacturer. 3. Year of purchase. 4. Initial cost. 5. Location. 6. Condition and depreciation.

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<p>5. Guidelines</p> <p>Pol. 708, 710</p> <p>School Code 1850.1</p> <p>Joint Operating Committee Policy 708, 710</p>	<p>7. Current valuation, in conformity with insurance requirements.</p> <p>Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; any major loss shall be reported to the Joint Operating Committee.</p> <p>No equipment shall be removed for personal or nonschool use.</p>
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