

## CHAPTER 7.00 - BUSINESS SERVICES

### Inventories and Property Records

7.08

- (1) The Superintendent shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, the manufacturer's serial/identification number, and property record number, etc., and shall be consistent with all requirements of Florida Statutes and the Rules of the Auditor General. School or cost centers inventories shall be verified by the District administration at the Superintendent's direction.
- (2) All tangible property shall be listed having a value or cost as established by Florida Statutes or State Board. The principal/department head shall notify the Superintendent of all surplus, transfers, trade-ins, temporary, loans, stolen items, lost/missing, and cannibalized items and receipt of donated or purchased property that meets criteria for being recorded as a capital asset in order to update records and of all new equipment.
- (3) Property inventories shall be performed annually. It shall be the duty of each principal or department head to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of all assigned capital assets. Such inventory shall be filed with the District office either at the time designated in writing by the Director of Purchasing or at the time of change in principal or department head.
- (4) Any incoming principal or department head and the Director of Purchasing shall make an inventory of all capital assets when the new principal or department head assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the District office to identify any shortages or discrepancies.
- (5) The principal or department head shall also be responsible for taking inventories of properties not covered in subsection (1) herein such as, other materials as deemed appropriate. These inventory records shall remain on file in the individual work site.
- (6) The Superintendent shall prescribe the procedures for the accountability of property as defined in Chapter 274, Florida Statutes.
- (7) All equipment purchased by the various District organizations or by outside organizations for District use shall become School Board property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.

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- (8) The principal or department head shall keep an inventory of all equipment in his or her work site on forms provided by the Purchasing Department.
- (9) The Superintendent shall maintain a current and perpetual inventory of all stock in School Board warehouses, and shall file an annual end-of-the-year report of the count and value of such items with the Finance Department.
- (10) The Superintendent shall report to the School Board any property that has been lost, damaged, or stolen. Such report shall include a recommendation for inactivation of the property record, information concerning possible personal liability, and how such a loss or theft may be prevented.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAWS IMPLEMENTED:**

**CHAPTER 274; 1001.43, F.S.**

**STATE BOARD OF EDUCATION RULE:**

**6A-1.087**

**HISTORY:**

**ADOPTED: 08/18/98**  
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