

Book	Policy Manual
Section	700 Property
Title	Property Records
Code	706
Status	Second Reading
Legal	1. 24 P.S. 1850.1 2. Pol. 708 3. Pol. 710
Last Reviewed	January 29, 2020

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.

Authority

-IMPORTANT NOTE: There is language detailing the equipment inventory review preceded by brackets in the Authority section. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting "at intervals that coincide with property insurance renewal", but this is a local decision.

The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment and property records of school building(s) and grounds, shall be maintained and updated [\[1\]](#)

{ X } **annually.**

{ } **every ____ years.**

{ } **at intervals that coincide with property insurance renewal.**

Delegation of Responsibility

-IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named. The original CTC policy stated this was the Director or designee. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA *recommends* selecting the Business Manager, but this is a local decision.

It shall be the **responsibility** of the

{ ☒ } Director or designee

{ ☐ } **Joint Operating Committee Secretary**

{ ☐ } **Business Manager**

{ ☒ } ~~**Supervisor of Buildings and Grounds**~~ **Facilities Manager**

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.

Guidelines

Major items of equipment shall be subject to annual physical spot check inventory to determine loss, **location** or depreciation; any major loss shall be reported to the **Joint** Operating Committee.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with **Joint** Operating Committee policy.[2][3]

Equipment shall be identified with a permanent tag that provides appropriate school identification.