

Dyer County Board of Education

Descriptor Term:

Title I/Federal Programs Equipment Policy

Descriptor Code:

DJF

Board Approved:

1/2/18

Rescinds:

DJF

Board Approved:

4/6/10

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The Dyer County School System and each Federal Program Supervisor will be responsible for maintaining an updated Title I/Federal Program equipment log for each school receiving federal funding. The definition of equipment for purposes of this policy includes “all items purchased with a unit cost of \$5,000.00 or more and a minimum life expectancy of three years”. Sensitive minor equipment (unit cost of between \$100.00 and \$5000.00) shall also be included in this policy which includes such items as computers, video cameras, televisions, and other items listed on the sensitive minor equipment list provided by the State Department of Education.

The equipment log, updated when there are any changes, will contain the required data elements such as: description, barcode, source of property, Titleholder, acquisition date, cost, percentage of federal participation in the cost, location, use, condition and disposition date.

Equipment purchased with federal funds will be maintained in accordance with its usage, age and on an as needed basis. Maintenance will be scheduled at the end of each school year and handled by appropriate personnel. The physical inventory of equipment and sensitive minor equipment will be conducted biennially by central office personnel that confirms: that items were found at the location indicated, the condition of the equipment, and that equipment is in a secure environment. Subsequent corrective action will be taken on items with disposition according to state laws and procedures. Any funds received due to the sale of federally funded equipment must be added to the budget. The Tennessee Department of Education will be notified of the annual physical inventory and results of that inventory when completed.

Local law enforcement will be notified and a police report obtained and reported to Title I Supervisor when equipment has been stolen. If authorized to sell federally purchased equipment with a fair market value of greater than \$5000.00, such equipment will be sold at bid or auction to the highest bidder