

BUSINESS

District Assets Management

The superintendent of schools or designee(s) shall be responsible for the maintenance of the district's assets, including accurate, up-to-date inventories for equipment and supplies used in areas or programs including, but not limited to: academics, administration, athletics, buildings and grounds, custodial services, food services, music, operations, technology, and transportation services. The board will hold the superintendent responsible for a system of record keeping that complies with laws of the State of Michigan and school district policies.

When appropriate, the superintendent shall report to the board losses of equipment and supplies not consumed in the process of use.

The superintendent or designee(s) shall be authorized to establish procedures for the disposal of obsolete equipment and supplies. No private sale shall be made of school property valued at more than fifty dollars (\$50). The sale of equipment and/or supplies will be publicized in advance of the sale date, and the highest price possible will be sought.

Policy

Adopted: 01-13-75

Amended: 12-13-10

Reviewed: