

HANOVER PUBLIC SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: March 27, 1991

REVISED: ~~October 24, 2011~~ April 2013

706. PROPERTY RECORDS

The Board directs that property and inventory records be maintained on all land, buildings, supplies, and physical property under the control of the school district.

- 1. Authority
- 2. Delegation of Responsibility

It shall be the duty of the Superintendent or his/her designee to ensure that inventories of equipment are systematically and accurately recorded and are updated and adjusted annually. This updated inventory shall be cross-checked to purchase orders and withdrawal reports.

Records of consumable supplies shall be maintained by the building principal, building manager, or his/her designee. Inventories shall be updated and submitted to the Superintendent by October 1 and February 1 of each year.

Principals shall make reports on textbooks held and used in their schools as part of the annual Textbook Inventory.

The Food Service Director shall make reports on all food products in the District.

The Director of Technology shall make reports on all computer software and hardware in the District.

The Superintendent shall be authorized to dispose of obsolete equipment by selling it to the highest bidder and shall report all such transactions to the Board. In the event that bidding is not practical, the Board authorizes the Superintendent to employ reasonable procedures for such disposal.

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