

Materials and Equipment Receiving and Warehousing/ Maintenance and Control of Materials Equipment

The Eagle County School District administration shall implement procedures that ensure that materials are properly received, stored, maintained, and controlled, and that proper records are kept on textbooks, materials, supplies, and equipment owned by the District. Records shall include records of issuance of such items to the various schools, records of issuance within each school to individual staff members, and staff records of issuance to students.

REGULATIONS:

1. Schools, staff members, and students shall be responsible for items that have been issued for their use. When property of the Eagle County School District is loaned to students or any other individual or group, an official receipt must be signed by the borrower. A deposit may be required, as determined by the principal/supervisor, the Director of Finance or the Superintendent.
2. The building principal/supervisor (*or his/her designee*) shall develop and implement procedures that provide for the efficient and effective recording of textbooks, materials, supplies, and/or other equipment received in his/her building.
3. All school-owned equipment for extra-curricular activities, including band instruments and uniforms, shall be issued at the beginning of each season and returned at the end of each season. Complete records shall be kept on all such equipment by the principal (*or his/her designee*).
4. At least once a year, teachers shall make a careful inspection of textbooks and permanent supplies in use by students. They shall impose fines for damages resulting from carelessness and unwarranted use by students, provided that no fines shall be imposed without the approval of the principal.

CROSS REF.: **DID, Inventories**
 JQ, Student Fees, Fines, and Charges