



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3512
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Business and Non-Instructional Operations

Equipment

District equipment shall be used primarily for educational purposes and/or to conduct district business. The Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of district equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

The Superintendent or designee shall approve the transfer of any district equipment from one work site to another and the removal of any district equipment for off-site use. When any equipment is taken off site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds.

The Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of \$500.

To insure the proper control of district-owned tools, the following regulations apply:

- Employees will be held accountable for assigned tools.
- Worn out, broken, and damaged tools will be replaced at site expense.
- An annual inventory of tools will be required of all maintenance personnel.
- When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code.

Equipment Acquired with Federal Funds

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program.

Business and Non-Instructional Operations

Equipment

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

17605 Delegation of authority to purchase supplies and equipment

35160 Authority of governing boards

35168 Inventory of equipment

64000-64001 Consolidated application process

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Regulation Adopted: 01-13-87

Revised: 10-29-19

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Equipment

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description ID Number

School-related purpose: (Note: items are not for personal use)

I will return the above equipment to _____ (administrator or designee)
no later than _____.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: _____

Date: _____

Approved: _____

Date: _____