

SCHOOL EQUIPMENT

Policy

All equipment with exception of the personal property of members of staff, which is located in the buildings of the district is to be considered the property of the school district. Any equipment on loan to a school shall be so designated.

Protocol

1. Equipment and supplies must be requisitioned through the Principal to the Secretary-Treasurer as per Purchasing Policy # 6.340.
2. Minor repairs shall be requisitioned to the Maintenance/Transportation Supervisor through the Principal's office.
3. The Principal of the school is responsible for the letting out of the school's equipment for outside organizations.