

# BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: June 28, 2004

REVISED:

706. PROPERTY RECORDS	
1. Purpose	The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control.
2. Authority	The Board directs an inventory of district-owned capital/technology equipment which shall be updated at intervals that coincide with property insurance renewal and fixed asset financial reporting.
3. Delegation of Responsibility	<p>It shall be the responsibility of the Business Manager to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Business Manager shall maintain a system of records which shall show, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> <li>1. Description and identification.</li> <li>2. Manufacturer.</li> <li>3. Year of purchase.</li> <li>4. Initial cost.</li> <li>5. Location.</li> <li>6. Condition and depreciation.</li> <li>7. Current valuation, in conformity with insurance requirements.</li> </ol>
4. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; any major loss shall be reported to the Superintendent.

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<p>Pol. 708, 710</p>	<p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p>
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