AR3512 Equipment
Business and Noninstructional Operations

Status: ADOPTED
October 27, 2016

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

School-connected organizations may be granted reasonable use of the equipment for school-related matters as long as it does not interfere with the use by students or employees or otherwise disrupt district operations.

The County Superintendent or designee shall approve the transfer of any County Office equipment from one work site to another and the removal of any County Office 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 unless otherwise authorized by the County Superintendent or designee or applicable Board policy.

The County Superintendent or designee shall maintain an inventory of all equipment currently valued in excess of $500. (Education Code 35168; 5 CCR 3946)

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 34 CFR 80.32, as applicable.

Equipment Acquired with Federal Funds

The County Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds.

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and name of the County Office. (5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the County Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. He/she shall also develop adequate safeguards to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (34 CFR 80.32)

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. (34 CFR 80.32)

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