

EQUIPMENT ACCOUNTABILITY

It is the policy of the Bixby Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher. School equipment and/or related items are not to be loaned by the teacher to any person, group, or organization without written consent of the building principal.

Maintenance and custodial items are not to be loaned without written consent of the building and grounds supervisor or the assistant superintendent of business management and support services.

Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. The inventory will be filed in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.

**CROSS-REFERENCE: Policy 6132 Equipment Accountability
Policy 5110 Use of School Property**

Adoption Date: November 13, 2000