

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

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17.1 CRITERIA FOR REPLACEMENT

Any unrepairable furniture or equipment that meets the criteria set forth in this section is eligible for replacement on a "needs justification basis". This replacement policy covers only that equipment on the Minimum Equipment Standards List purchased by TISD General Operating Fund monies. Items purchased with Student Activity Fund monies, gifts from PTA, etc. are specifically excluded from replacement coverage. Equipment for programs over and above the regular instructional curriculum is excluded from Justified Needs for initial funding. These programs should be funded on a Special Projects basis.

Classroom Furniture

Classroom furniture will be replaced only when:

1. Top of desk or table is damaged
2. Chair seat and/or back are broken or potentially hazardous
3. Frame is broken
4. There are insufficient quantities on hand

Non-classroom Furniture

Non-Classroom furniture will be replaced only when:

1. Furniture is damaged beyond repair
2. Furniture is unsafe for use
3. Furniture is inappropriate for situation

Basic Classroom Equipment

Basic classroom equipment will be eligible for replacement when:

1. Numbers of service calls warrant replacement
2. Repair cost approaches replacement cost
3. Equipment is unsafe for use
4. Equipment is damaged beyond repair

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17.2 PROCEDURE – JUSTIFIED NEEDS

Organization Responsibility

When an organization considers an item eligible for replacement through Justified Needs, the following steps should be taken:

1. Forward requests for Fixed Assets and Equipment items to the Purchasing Department for approval and disposition.
2. The Purchasing Department will secure approval of Assistant Superintendent of Finance & Operations.

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17.3 NEW FURNITURE – JUSTIFIED NEEDS

New Furniture

When a new employee needs new furniture, the request should be sent to the Purchasing Department. The Purchasing Department will:

Verify that a need exists.
Check existing furniture inventory for needed item(s).
Prepare order for new furniture if none in inventory.

The furniture will be standardized in a manner for similar positions. The Assistant Superintendent of Finance & Operations approve any item to the contrary.