

**BETHEL SCHOOL DISTRICT #52
BOARD OF EDUCATION POLICY STATEMENT**

Subject: Care of District Property

Policy Number: EDC Effective Date: 2/2024

Date of Original Policy and Revisions: 5/91, 9/94, 11/99, 1/06, 10/08, 12/10, 1/12, 5/15, 1/19

Cancels Policy No.: _____ Dated: _____

Date of Next Review: 2/2027

POLICY

In order to properly carry out its stewardship role, the District will establish procedures to account for and maintain its equipment and other capital assets.

Each building administrator or supervisor shall be responsible for the equipment and other assets in their custody.

The Director of Business Services shall be responsible to maintain a district-wide equipment accounting and inventory system for items valued in excess of \$5,000 that provides information to assist administrators in carrying out their custodial responsibilities. The system will be designed to also satisfy insurance and audit requirements for an accurate listing of property.

REPORTS

None.

ATTACHMENTS

None.

END OF POLICY

REFERENCES / COMMENTS

None.