

## **Equipment Monitoring and Maintenance Policy**

### **EQUIPMENT PURCHASED WITH STATE and FEDERAL FUNDS—**

#### **I. Purpose**

To ensure that all school or school-related equipment that is purchased by the school or school-authorized employees is catalogued and maintained in state or federal ownership.

#### **II. Scope**

This policy applies to all employees and to all equipment that is purchased with state or federal funds, including grant funds.

#### **III. General Provisions**

- A. All equipment that is purchased using state or federal funds for use at Valley Academy Charter School (“VAC”) shall be recorded in a property log maintained by the school.
  - 1. The property log (“log”) shall be held in the main office.
  - 2. The Business Manager or designated business official shall have primary responsibility for the maintenance and security of the law. The business official shall also have primary responsibility for making entries when equipment is purchased or received by the school.
- B. Each log entry shall include the following minimum information:
  - 1. Date of acquisition;
  - 2. Source of funds, including the federal award number, if applicable;
  - 3. Total cost of equipment type;
  - 4. Description of the equipment including make, model, color, serial number or other identification number and if multiple pieces of the same equipment are purchased in one purchase (student desks, student electronic devices, teacher equipment, school sports equipment, etc.), the number of items purchased;
  - 5. Purpose or proposed use of the equipment;
  - 6. Where or how the equipment will be used, if applicable (ex: 5<sup>th</sup> grade desks, 6<sup>th</sup> grade playground balls, snow shovels for walkways, etc.)
  - 7. Estimated useful life; and
  - 8. Final disposition data, including date of disposal and sale price, if sold.
- C. At the end of each school year (on or about May 15 or each year) each employee will submit an inventory sheet (as provided by the VAC administration) of current equipment in the possession of or under the supervision of the employee.
  - 1. This information is intended to assist the business official in maintaining an accurate log.
  - 2. Each educator has a professional responsibility under Utah Administrative Code R277-217 to account fully and properly for school equipment.
- D. Reconciliation or auditing

1. The property of the school that was purchased with state or federal funds shall be audited periodically, at least every two years.
2. Results of the audit shall be reported to the VAC Board in an open meeting.
3. Any adjustments to the property log based on the audit or reconciliation shall be approved the by the school's Head Administrator and made available to the VAC Board.