

**EQUIPMENT INVENTORY**

Equipment purchased with District funds or acquired through donations or gifts shall become the property of the District and shall immediately be placed on the inventory records of the subdivision of the District organization using the equipment.

Such subdivision shall report annually, on a form supplied by the Business Services Division, all equipment for which it is responsible. The loss of equipment caused by burglary, theft, damage, or mysterious disappearance shall be reported immediately, in writing, to the Business Services Division.

Safeguarding of District equipment shall be the responsibility of the employee to whom it is assigned.

No item of equipment may be removed from the inventory of the District for the reason of obsolescence unless prior approval of the Board of Trustees has been obtained.