

BOARD POLICIES	INVENTORY CONTROL (BP-4009) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The superintendent is responsible for ensuring an accurate inventory of materials and equipment owned by the District is maintained. The superintendent shall cause to be created and followed a procedure to ensure that:

- A. All equipment is catalogued and accounted for at all times.
- B. All negotiations for and final purchases be done as per statute, policy and administrative procedures.
- C. Each year an inventory of each separate area, as determined by the superintendent, but no less than every two years, shall be audited and updated.
- D. The person most responsible for the area shall sign the yearly inventory, and the immediate supervisor shall countersign, after an inspection has been performed.
- E. The person signing for inventory be given a copy of the list of inventory that he/she has signed for, with a notation that he/she shall be personally responsible for returning the items signed for, either at termination of employment or at the end of each contract year.
- F. No permanent transfer of any item shall occur except through procedures authorized by the superintendent.
- G. No transfer of any item shall occur without the inventory/warehouse assistant supervisor's signature. This does not apply to small amounts of consumable items.

The Board of Education authorizes the superintendent to approve the transfer to public schools located within the Metro Technology Centers district or to other technology centers located within the state of Oklahoma excess district equipment and materials no longer of use to the district and that have a value of less than \$1,000.00 (One Thousand Dollars). The superintendent will present to the Board of Education a list of any excess equipment donated in this manner.

The donation of or disposal of excess equipment and materials with a value of \$1,000.00 (One Thousand Dollars) or more or items with less than a value of \$1,000.00 (One Thousand Dollars) not being donated to a public school located within the Metro Technology Centers district or to other technology center located within the state of Oklahoma requires prior approval of the Board of Education.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
27-Mar-95		Reviewed
10-Jul-95	B	Revised
16-Oct-95	C	Revised

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25-Mar-02	D	Revised
22-Sep-03	E	Reformatted
15-Dec-03	F	Legal references reviewed and revised as necessary
22-Nov-04	G	Revised
22-Sep-10	H	Revised format
05-Feb-13	I	Updated language within the policy and legal reference; removed PCF Framework; revised date format under revision history.
07-May-13	J	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

***** End of Policy *****