

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3512.2

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Identification, Maintenance, and Disposal of Equipment

All equipment costing more than five hundred dollars (\$500) shall be labeled, numbered, and recorded by the Associate Superintendent of Administrative Services, through an authorized agent, in a permanent inventory file.

Furniture or equipment shall not be removed from its presently assigned location without approval of the Associate Superintendent of Administrative Services, or a designated representative, who is responsible for inventory control.

To effect removal of equipment from its present location, the department head or site administrator shall complete a Request for Change of Inventory Form and submit it to the inventory control clerk. Upon verification of the condition of the equipment, the inventory control clerk will authorize appropriate disposition of the equipment.

Excess equipment or materials with a value of less than one hundred dollars (\$100) may be sold directly to an agency without advertising with the approval of the Director of Internal Business Services.

Materials with a value in excess of one hundred dollars (\$100) shall be identified, an estimated value established, and a recommendation sent to the Director of Internal Business Services for approval for disposal and the manner in which it shall be advertised.