

VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT
ADMINISTRATIVE REGULATION NO. 3512**

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED: 03/07/23

SUBJECT: Equipment

VCOE equipment shall be used primarily for educational purposes and/or to conduct VCOE business. The County Superintendent or designee shall ensure that all employees, students, and other users understand the appropriate use of VCOE equipment and that any misuse may be cause for disciplinary action or loss of user privilege.

Employees transferred to another work site shall take with them only those personal items that have been purchased with their own funds unless otherwise authorized by the County Superintendent or designee.

The Purchasing Manager shall maintain an inventory of all equipment currently valued in excess of \$500. (Education Code 35168; 5 CCR 3946) The physical inventory of all equipment shall be performed every two years. The Purchasing Manager is responsible for leading the physical inventory and accounting for every asset, including assets purchased with federal funds.

When equipment is unusable or is no longer needed, it may be sold, donated, or disposed of in accordance with Education Code 17540-17555 or 2 CFR 200.313, as applicable.

EQUIPMENT ACQUIRED WITH FEDERAL FUNDS

The County Superintendent or designee shall obtain prior written approval from the California Department of Education or other awarding agency before purchasing equipment with federal funds. (2 CFR 200.48, 200.313, 200.439)

All equipment purchased for federal programs funded through the consolidated application pursuant to Education Code 64000-64001 shall be labeled with the name of the project, identification number, and VCOE. (2 CFR 200.313; 5 CCR 3946)

For any equipment acquired in whole or in part with federal funds, the County Superintendent or designee shall develop adequate maintenance procedures to keep the property in good condition. Adequate safeguards should also be developed to prevent loss, damage, or theft of the property and shall investigate any loss, damage, or theft. (2 CFR 200.313)

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. The equipment may be used in other activities currently or previously supported by a federal agency when such use does not interfere with the work on the project or program for which it was originally acquired or when use of the equipment is no longer needed for the original program. (2 CFR 200.313)

Legal Reference:

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and
federal consolidated application funds
4424 Comparability of services
16023 Class 1 - Permanent records

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>