

# UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: PROPERTY  
TITLE: PROPERTY RECORDS  
ADOPTED: January 15, 2009  
REVISED:

706. PROPERTY RECORDS	
1. Purpose	The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under control of the school.
2. Authority SC 1850.1	The Joint Operating Committee directs that a complete inventory of all school-owned equipment and property records of the school building and grounds, shall be maintained and updated at intervals that coincide with property insurance renewal.
3. Delegation of Responsibility	<p>It shall be the responsibility of the Business Manager to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p> <p>The Business Manager shall maintain a system of property records which lists, as appropriate to the item recorded:</p> <ol style="list-style-type: none"> <li>1. Description and identification.</li> <li>2. Manufacturer.</li> <li>3. Year of purchase.</li> <li>4. Initial cost.</li> <li>5. Location.</li> <li>6. Condition and depreciation.</li> <li>7. Current valuation, in conformity with insurance requirements.</li> </ol> <p>Each teacher is responsible for keeping an up-to-date inventory of all equipment, furniture, hardware, tools, supplies, materials, etc. and for submitting the same to the business office at the close of each school year.</p>

