

Silver Falls School District 4J

Code: **ED/EDB**
Adopted: 5/9/89-E
Readopted: 9/8/97; 2/8/99

Material Resources Management

The Director of Fiscal Services will establish such procedures as are necessary for receiving, storing, maintaining and controlling the district's supplies and equipment. Such procedures will include provision for an annual inventory of supplies and equipment. A report will be made to the superintendent and Board after the inventory is completed.

Employees will exercise continuous and vigilant care of all district-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to discipline procedures.

Vehicles, musical instruments, computer equipment, video equipment and typewriters are priority items for theft and damage. These items may require specific loan procedures. Such equipment, other than vehicles, will have an identification number and all such numbers will be properly recorded.

The superintendent or designee is authorized to develop appropriate regulations regarding the care and use of all district-owned material and equipment, including portions of a facility such as art or home economics rooms, shops and athletic facilities.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.172](#)