

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Adopted:2-1-99 Policy: D-06
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Equipment Accountability

It is the policy of the Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Inventories will be made of all equipment, books, furniture, and supplies at the beginning and close of the school year. All district equipment shall be labeled and inventoried upon receipt into the district before placed or used. The building principal will file the school inventory in the office of the superintendent.

No school property or equipment may be removed from the school for non-school use without the approval of the superintendent. Any equipment on loan must be operated by a school approved operator. The borrower shall assume the expense of the operator and the full responsibility for the equipment while it is in the borrower's possession.