

EQUIPMENT AND SUPPLIES MANAGEMENT

The Sevier County Board of Education will use the state of Tennessee's definition of equipment as follows: all items of machinery, implements, tools, furniture, livestock, vehicles, and other apparatus purchased with a unit cost of \$5000.00 or more and a minimum useful life expectancy of three (3) years; freight charges and installation cost should be included as cost of equipment; sensitive minor equipment is defined as items purchased with a cost between \$100.00 and \$5000.00; these minor sensitive equipment items include computers, external computer peripherals, televisions, VCRs, cameras, and weapons.

All equipment and materials placed in school buildings by any group or organization become the property of the Sevier County Board of Education.

All employees are responsible for the materials, equipment, and supplies assigned to them.

Every employee is expected to report the misuse of materials, equipment, and supplies that he/she may have knowledge of. Should any equipment be stolen, it will be reported to local law enforcement and a police report will be obtained and maintained on file.

Educational equipment items purchased with **federal funds** will be inventoried on equipment log/data base to include description, serial/other identifying numbers, source, titleholder, acquisition date, cost, percentage of federal participation in cost, location, change in location, change in condition, and disposition date and sale price.. The system will have a plan for these equipment items requiring regular maintenance to insure that the equipment attains a normal life expectancy. If such equipment is disposed of, the system will assess a residual value of the equipment before disposal. If the residual value exceeds \$5000.00, the system will refund the federal government its fair share of the proceeds from the disposition. The system will notify the state department of education of our schedule for physical inventory of equipment and notify the state department of education of the results of the inventory once completed.

All items of equipment (with the exception of those federally funded items listed in the paragraph above) having a residual value of \$0.00 to \$250.00 may be disposed of without the necessity for bids. Such disposal will be documented by the use the surplus disposal form that may be obtained through the finance department.