

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

PROCEDURES FOR MONITORING SCHOOL DISTRICT PROPERTY

1. At the beginning of each fiscal and/or school year, a listing of equipment will be provided to staff showing items they are responsible to track throughout the school year. The staff member will sign for responsibility of these items.
2. Additions will be input monthly by the sites and assigned to the appropriate staff member. The staff member will be responsible for the item.
3. Any item that is transferred within the school/department or to another school/department must be handled through the site's office. The office will process location changes within the school upon written request from the parties involved. Transfers to another school/department will require a signature of the requestor and the site administrator. The request for transfer will be sent to the business office for final approval. Any transfer out of the school/department must be done by the Warehouse Department utilizing the properly executed paperwork.
4. Any item that is to be removed from inventory must have the site's office prepare the proper paperwork, which will require the signature of the requestor and the site administrator. The request for deletion will be sent to the business office for final approval. Only the Warehouse Department can remove these items from the School/Department utilizing the properly executed paperwork.
5. At the end of each fiscal/school year, a final listing of school property will be provided to staff requiring the staff member to sign that all items are accounted for. Any discrepancies must be resolved at this time to assure compliance with District policy and procedures.

Any disposal of school district property will be done in accordance to Nevada Revised Statute (NRS) 332.185. School district property includes all purchases made with school district funds, including activity funds, and donations.

ADOPTED: 4/22/93

REVIEWED: 5/9/07; 3/5/08

REVISED: 5/199; 6/26/03, 2/26/09, 10/8/14

LEGAL REFERENCE: NRS 332.185

REVIEW RESPONSIBILITY: Board of Trustees / Director of Business Services