

## **HARDEMAN COUNTY SCHOOLS TITLE EQUIPMENT POLICY**

Any equipment (all items purchased with Title money with a unit cost of \$5,000.00 or more and a minimum useful life expectancy of three years) or sensitive minor equipment (items purchased with Title money with a unit cost between \$100.00 and \$5,000.00) should be approved by the Federal Projects Director of Hardeman County before any transactions may take place. At the time of approval from the FPD, the order for the item(s) will be placed. Once items have arrived, packing slips or other types of documentation concerning the order will be given to the FPD for appropriate documentation of receiving the item(s). The item(s) will be labeled appropriately as being purchased through Title funds.

If, at any time, equipment or sensitive minor equipment is stolen from a school, the local law enforcement should be contacted and a police report needs to be filed. A copy of this police report needs to be given to the Federal Projects Director as soon as possible for records kept at the Central Office, and the IT department must be notified if the stolen equipment falls under the technology category. An investigation of this situation will be required.

The Federal Projects Director will maintain an equipment log/database at Central Office that contains the following data elements for equipment purchased with Title funds:

- Description of item
- Serial number or other identifying number
- Source of property
- Who holds the title
- Acquisition date
- Cost
- Percentage of Federal participation in the cost
- Location
- Condition
- Disposition data

If the equipment can be categorized as technology equipment, a duplicate record will be maintained in the IT department as part of the technology inventory being kept by each school.

If, at any time, equipment is moved from the designated location within a school or disposition of the equipment is necessary, the Federal Projects Director should be contacted immediately. Correct procedures for disposing of equipment will be conducted by the FPD. Disposition of

equipment or sensitive minor equipment will follow the EDGAR Section 80.32 (b) and General Education Provisions Act (GEPA) Section 443 (a) guidelines set forth by the federal government. If the equipment falls under technology, the 'Shipping and Receiving Document for Equipment' must be filled out and forwarded to the FPD, who will in turn forward the document to the IT department. Also, the Title inventory kept at Central Office, and if applicable, the technology inventory maintained by the IT department would need to be updated by the FPD and IT staff respectively. A sample of the 'Shipping and Receiving Document for Equipment' is attached.

Any equipment or sensitive minor equipment purchased with Title money will have maintenance regularly with Title funds taking care of costs, if necessary.

Physical inventory of Title equipment and sensitive minor equipment will be conducted at least biennially meeting the following objectives:

- Confirms that the item(s) were found at the location indicated
- Condition of the equipment
- Confirms that the equipment is in a secure environment

After completing a physical inventory of Title equipment, if items are found missing, an investigation will be conducted to determine the whereabouts of the equipment. Further action will be taken as necessary.

Once this physical inventory has been completed, the Tennessee Department of Education will be notified and given general results, including any corrective action that will be taken, if applicable.