



EQUIPMENT RECORDS/INVENTORY POLICY AND PROCEDURE

PURPOSE

Protect school assets, ensure compliance with federal grant requirements, and maintain accurate records of all equipment and technology owned by Promontory.

POLICY

Inventory Requirements

Track:

- Description
- Serial number
- Asset tag
- Funding source
- Purchase date
- Cost
- Location
- Assigned employee
- Condition
- Disposition date

Equipment Threshold

Define equipment according to federal grant requirements (currently generally \$5,000+ unless a grant specifies otherwise), while allowing Promontory to track lower-value technology assets such as:

- Chromebooks
- Laptops
- iPads
- Projectors
- Smart boards
- Radios
- Cameras



Physical Inventory

- Conduct a full inventory every year.
- Conduct annual technology verification.
- Investigate discrepancies immediately.
- Report losses or theft to administration.

Employee Responsibilities

Employees assigned school equipment shall:

- Use equipment for school purposes.
- Protect against damage or theft.
- Report lost, damaged, or stolen items.
- Return equipment upon separation.

Disposal Procedures

Before disposal:

- Verify funding restrictions.
- Remove student data.
- Document disposition.
- Obtain administrative approval.

Federal Compliance

Maintain records required under 2 CFR 200.313 and all applicable federal grant requirements.

Administrative Responsibility

The Director or designee shall maintain inventory records and provide documentation during audits.