

**EQUIPMENT ACCOUNTABILITY**

Each employee shall be charged with the responsibility of accounting for equipment used by the employee.

Inventories will be made of all equipment, books, furniture, and supplies at the close of the school year. The inventory will be filed in the office of the superintendent or other designated location.

No school property or equipment may be removed from the school for non-school use without the written approval of the superintendent, or the employee's supervisor, and following any applicable policies in the cross-referenced policies. The borrower shall assume any operating expenses, any repair costs, and the full responsibility for the equipment while it is in the borrower's possession. Any equipment on loan must be operated by a school approved operator who is defined in the written approval.

**REFERENCE:**      **70 O.S. §5-130**  
**Department of Education, Administrator's Handbook**

**CROSS-REFERENCE:**      **Policy DB-R, Teachers, Duties and Responsibilities, Regulation**  
**Policy DBD, Conflicts of Interest**  
**GK, Use of School Property**