

**ORGANIZATION OF EQUIPMENT,
MATERIALS AND SUPPLIES
SERVICES**

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RECORD KEEPING

The superintendent or his or her designee is responsible for maintaining proper records in accordance with accepted business standards and any legal requirements. These records include inventory records, receiving and distribution records, and equipment maintenance records at the district and school levels.

ISSUANCE OF EQUIPMENT, MATERIALS AND SUPPLIES

Any person, including principals, teachers, other personnel or students, who has been issued equipment, materials, or supplies owned by the local board is responsible for such items. Responsibilities include being able to account for the item, maintaining and using the item in a prudent manner, and storing the item in a reasonably safe and secure place.

Legal Reference: G.S. 115C-36