

CHAPTER 7.00 – BUSINESS SERVICES

ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY

7.61

I. Acquisition

- A. All property purchased through system funds, internal funds, or donations from outside sources shall be acquired using system purchasing procedures.
- B. All property, including vehicular equipment, shall be under the full control and name of the Henry County Board of Education.
- C. All property with a value of five thousand dollars (\$5,000.00) acquired through internal accounts or donations shall be reported immediately by the principal or worksite supervisor to the designated property records office on the prescribed forms.
- D. Principals and supervisors of facilities shall be responsible for determining that all property is identified and accounted.

II. Exchange - Each principal and supervisors of facilities shall determine the property needs for his/her school or department. The Henry County principal or system department head shall declare any property which is not needed, upon approval of the designated property control office, and may requisition additional property through proper procedures.

- A. Surplus property shall be reported on proper forms to the designated property records office which shall be responsible for acquiring and storing the surplus property.
- B. Property items with a value as established in section I, paragraph C above may be exchanged between system departments and schools when approval is granted by the designated property records office and subsequently by the appropriate Henry County administrator. Notification of each approval shall be filed in writing with the designated property records office to adjust property records of schools and system departments.
- C. Henry County Board of Education equipment (including vehicles) shall not be used for gainful outside employment or private use of employees or by any for profit group or organization.

REFERENCE(S):

**CODE OF ALABAMA
16-8-9, 16-8-40, 36-25-1,**

HISTORY:

**ADOPTED: OCTOBER 11, 2007
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