

## **CHAPTER 7.00 - BUSINESS SERVICES**

**7.06**

### **ACQUISITION, USE AND EXCHANGE OF SCHOOL PROPERTY**

#### **POLICY:**

- (1) Acquisition -
  - (a) All property purchased through District funds, internal funds, or donations from outside sources shall be acquired using District purchasing procedures. Also see Board Policy 8.29.
  - (b) All property, including vehicular equipment, shall be under the full control and name of the School Board.
  - (c) All property with a value consistent with the provisions of Policy 7.05, acquired through internal accounts or donations, shall be reported immediately by the principal to the finance office on the prescribed forms and to the Superintendent to be accepted by the School Board and recorded in its official minutes.
  - (d) Principals and District department heads shall be responsible for determining that all property is identified and accounted.
  - (e) Prior to acquisition of the property, the board shall obtain at least one appraisal by an appraiser approved pursuant to s. 253.025 (6)(b) for each purchase in an amount greater than \$100,000 and not more than \$500,000. For each purchase in an amount in excess of \$500,000, the board shall obtain at least two appraisals by appraisers approved pursuant to s. 253.025 (6)(b). If the agreed to purchase price exceeds the average appraised value, the board is required to approve the purchase by an extraordinary vote.
- (2) Exchange. Each principal and District department head shall determine the property needs for his/her school or department. The principal or District department head shall declare any property which is not needed, upon the Property Records office's approval, and may requisition additional property through proper procedures.

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- (a) Surplus property shall be reported on proper forms to the Property Records office which shall be responsible for acquiring and storing the surplus property.
- (b) Property items with a value as established by (1)(c) above may be exchanged between schools and District departments when approval is granted by the Property Records office and subsequently by the appropriate District department head. Notification of each approval shall be filed in writing with the Property Records office to adjust property records of schools and District departments.
- (c) School Board equipment may be used by employees away from School Board property under certain conditions when prior approval is obtained from the principal or District department head. These conditions include familiarization with the equipment for instructional purposes or improvement of job performance.
- (d) School Board equipment shall not be used for gainful outside employment or private use of employees, or by any outside group or organization.
- (e) Property deemed "surplus" may be traded in to acquire other property only after approval of the School Board.

STATUTORY AUTHORITY : 1001.42, F.S.

LAWS IMPLEMENTED: 274.01; 1001.43; 1011.06, F.S.; **253.025 (6)(b); 1013.14 (1)(b)**

History:

Adopted: January 14, 1999 Revision Date(s): October 7, 2003; May 10, 2016 Formerly:
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