


Alvin C. York Agricultural Institute	
Equipment and Supplies Management	
Policy Number: 3.3000	Monitoring Review: Annually
Effective Date: September 1, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

- (1) The Director of Schools shall develop procedures promoting the useful life of equipment and supplies by establishing a thorough, effective, and economical operations and maintenance program and providing adequate insurance coverage. Equipment management shall be in accordance with federal and state laws, regulations and guidelines.
- (2) Alvin C. York Agricultural Institute employees, and the appropriate administrator, shall be responsible for assigned materials, equipment, and supplies.
- (3) All equipment and materials placed in school buildings by a student support organization having a fundraising event shall become the property of the Department of Education.
- (4) The Department of Education reserves the right to transfer property to other schools if the school in which it was originally placed is discontinued or if there is no longer any need for the equipment or materials where originally placed.
- (5) No personal appliances or equipment may be placed in schools without approval of the Director of Schools.