

## **2310 Equipment and Supplies 2310**

### **1. Insurance**

It is the policy of the Board that all equipment and supplies shall be insured as a part of the District's comprehensive insurance plan.

### **2. Use of Equipment**

It is the policy that only authorized personnel shall use computer, audiovisual, or power equipment and shall operate the equipment at all times in adherence with the strictest of safety precautions.

### **3. Inventory, Ordering, and Purchasing Equipment and Supplies**

The District shall ensure efficient methods of taking inventory and ordering equipment and supplies. Each Building Principal and district-wide Program Director shall then be responsible for taking a complete inventory of all equipment and supplies for which he/she is responsible and submitting purchase requisitions as necessary.

### **4. Equipment Maintenance**

All in-service equipment shall be maintained in a safe operating condition. Equipment known not to be in a safe operating condition shall be tagged as out-of-service.

Adopted March 1989  
Revised 11/06