



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5341

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CATEGORY: **Support Service, Material Resources**

EFFECTIVE: **9-03-74**

SUBJECT: **Major Categorical Programs Equipment**

REVISED: **8-04-2000**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures and responsibilities applying to state- and federally-funded special project equipment.
2. **Related Procedure:**  
Movable equipment inventory and/or transfer ..... 5340

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-5000, D-6000, G-4500, K-4010, K-4020, K-4050; Education Code Section 35168.
2. **Equipment Control.** Equipment use and control shall be in accordance with guidelines issued by the State Department of Education (“Equipment Control, Consolidated Aid Programs” [E.1.]—including Title 45, Code of Federal Regulations). The supervising state agency or other granting agency audits physical equipment for compliance with project regulations.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the State and Federal Planning and Compliance Office, Standards, Assessment, Accountability and Compliance Department, Institute for Learning.
2. **Definitions**
  - a. **Equipment:** Physical property, other than land, buildings, or improvement to either of these, that costs more than \$500 and has *all* the characteristics listed below. All items included in the district's capital equipment catalog, *all furniture*, and audiovisual equipment are classified as equipment.
    - (1) Nonconsumable, with a normal service life of more than two years.
    - (2) Retains its original shape and appearance with use.
    - (3) Not easily broken, damaged, or lost in normal use and more economical to repair than to replace.



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- a. **State and Federal Planning and Compliance Office or designee** forwards written instructions to the Procurement and Distribution Department for disposition of all equipment charged to a terminated project.
  - b. **Program termination.** When property is no longer required for a project, accountability on district and federal inventory records is cleared in accordance with regulations governing the particular project.
6. **Equipment in Nonpublic Schools (NPS) Purchased with Title I and/or Title VI or Federal Funds.** Equipment at an NPS is on loan from a public school district and must be labeled with the public school district's name on each piece of equipment and recorded on that district's inventory list. The NPS also must maintain its own inventory of borrowed equipment. Use of equipment is under the same regulations as for public schools; need for specific equipment must be assessed annually. If an NPS leaves a Title I and/or Title VI or federal program, equipment purchased with those funds must be returned to the local school district for use in the program or be disposed of as outlined in C.5.

**D. IMPLEMENTATION** (See C.)

**E. FORMS AND AUXILIARY REFERENCES**

1. Equipment Control, Consolidated Aid Programs, including Title 45, Code of Federal Regulations, available from the State and Federal Planning and Compliance Office

**F. REPORTS AND RECORDS**

1. Inventory listing, produced by the Management Information Systems Department and provided to each location by the Procurement and Distribution Department.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education