

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

GUIDELINE NO. 87 (REV.)
April 27, 2016

SUBJECT: TRACKING AND LABELING OF EQUIPMENT PURCHASED WITH
CARL D. PERKINS CAREER & TECHNICAL EDUCATION IMPROVEMENT
ACT, SECTION 132 FUNDS

- I. Background
- II. Policies and Procedures
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I. BACKGROUND

This Guideline replaces Guideline No. 87 dated February 24, 2016. It is updated to make Section 132 (Adult/ROCP) Perkins equipment inventories consistent with updated guidelines from California Department of Education, "Management of Career & Education Equipment," (February 2007) and from Los Angeles Unified School District (LAUSD) BUL-953.1, "Control of Site Equipment," (August 23, 2010), and BUL-3508.7, "Inventory Requirements for Equipment Purchased with Categorical Program Funds" (May 12, 2015).

LAUSD is required by federal and state regulations to:

- Establish property management policies and procedures
- Maintain equipment inventory control records
- Label all career technical education equipment

Required Inventory Information

Inventory lists must be maintained for equipment with a current market value over \$500. Items considered "small and pilferable" purchased as General Supplies-Technology costing less than \$500 such as tablets, laptops and document readers should also be inventoried. The equipment inventory is a Class I Permanent Record and must be retained for five (5) years. This list must include the following nine categories of information:

1. Equipment description, including the manufacturer's model number, if any.
2. An identification number, which may be the manufacturer's serial number.
3. Identification of federal funding by grant source (i.e., P.L. 102-39) or by grant title for the equipment.
4. Acquisition date (when purchased).

5. Acquisition cost, including the amount of federal money to purchase the equipment item.
6. All pertinent information on the ultimate transfer, replacement, or disposition of the equipment.
7. Equipment location, including name of school site, room, or other area, and date the location information was verified.
8. Equipment use, including a justification statement if there was a change in use.
9. Current equipment condition and date the equipment was inspected.

II. POLICIES AND PROCEDURES

- A. School site administrators are responsible for all equipment issued to their locations. As part of the annual school-wide equipment inventory, physical inspection of Perkins equipment must be reconciled with inventory lists. Differences must be investigated, reconciled, and documented. The physical inspection should determine that LAUSD pre-numbered Perkins decals are attached to equipment items and that the appropriate numbers are recorded on the inventory. Dates of the inspections and reconciliation efforts should be retained with copies of the inventory as permanent records at the school site.
- B. In addition to maintaining current inventory records, school site administrators are responsible for providing adequate maintenance procedures to ensure that equipment is kept in proper and safe working condition.
- C. School site administrators are responsible for providing a control system to ensure safeguards against loss, damage, or theft of equipment and to investigate and document problems with equipment.
- D. The equipment purchased with federal funds must be used for the purpose(s) for which it was purchased as long as it is needed. When the equipment is no longer needed for the purpose(s) for which it was purchased and this is documented, the equipment may be used in other career technical education programs designated by the principal.
- E. Equipment may be exchanged for career technical education replacement equipment if needed. The replacement of equipment may be accomplished through trade-in or through sale and application of the proceeds to the acquisition cost of the replacement equipment.

- F. When original or replacement equipment purchased with Carl D. Perkins Career & Technical Education Improvement Act funds is obsolete, un-repairable, stolen, or no longer needed by program/service, the school site administrators shall complete "Career & Technical Education Inventory-Equipment Removal Form" (Form No. VE-35, Attachment A) and send to Division of Adult and Career Education (DACE) Adult Perkins office.

III. REFERENCE

California Education Code
§35168. Inventory of Equipment

"The governing board of each school district shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five-hundred dollars (\$500) per item, the date of acquisition, the location of use, and the time and mode of disposal. A reasonable estimate of the original cost may be used if the actual original cost is unknown."

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APPROVED:


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