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| FREDERICK COUNTY PUBLIC SCHOOLS | Reg. No. 200-46 |
| Subject: EQUIPMENT ASSIGNED TO FCPS EMPLOYEES - PROCEDURES FOR ISSUANCE AND RETURN | Date of Issue: 8/1/96 |
| Preparing Office: Office of the Superintendent | Amended Date: 3/2/11 |

- I. Policy
- II. Procedures
 - A. Equipment belonging to Frederick County Public Schools (FCPS) may not be taken from FCPS premises without authorization and completion of an FCPS Receipt for Equipment form, which may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://insidefcps/formfinder/default.cfm>) This form will reflect any property accountability numbers assigned to the equipment being issued. The person signing the annual physical inventory is responsible for maintaining these forms.
 - B. All FCPS equipment valued at more than \$50 (individually or as a set) that is issued to an employee and will leave FCPS premises must be recorded on a Receipt for Equipment form. Equipment assigned for use within school system facilities may be recorded on this form at the discretion of the appropriate supervisor.
 - C. Any employee who transfers to a new work location, resigns, retires, or otherwise severs employment with FCPS must account for and return equipment assigned to them. Supervisors are responsible for insuring that the equipment is returned by completing the Employee Checkout Procedure form, which may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://insidefcps/formfinder/default.cfm>) Failure of the employee to return assigned equipment will be reported immediately to the assistant director of Fiscal Services. Upon notification, wages equal to the current value of the equipment will be withheld.
 - D. Initial Assignment of FCPS Equipment
 - 1. Equipment will be assigned to regular and/or non-benefited employees on the Receipt for Equipment form. Assigned equipment must be housed and maintained within FCPS facilities unless otherwise authorized.
 - 2. By signing the Receipt for Equipment, the employee accepts personal financial responsibility for the loss of or damage to (due to misuse/abuse as determined by the supervisor) equipment listed on the form.
 - 3. A copy of the Receipt for Equipment will be maintained by the employee's supervisor or their designee. A second copy will be forwarded to the individual who has signature authority for the annual inventory if other than the supervisor. A third copy will be provided to the employee after signing.
 - 4. Equipment assigned to a ten-month or eleven-month employee will reflect a return date at the end of his/her work year. It is mandatory that schools use a log to ensure that all equipment is returned, which is enforced by using a year-end certification process. Certifications will be maintained by the school's front office.

NOTE: Reference FCPS Regulations 300-35 and 300-36.

Approved:
Original signed by

Linda D. Burgee
Superintendent