

# PERKINS EQUIPMENT MANAGEMENT INFORMATION

## Equipment Inventory Procedures

The following information explains the policies and procedures governing equipment purchased in whole or in part with Carl D. Perkins funds and state funded grants provided by the South Dakota Department of Education

The local education agency is required to maintain a local inventory of such equipment. The local education agency is also responsible for maintaining the equipment and for exercising reasonable care and safe keeping of this equipment.

### I. Definitions

#### 1. Acquisition Cost

Acquisition cost of equipment purchased means the net invoice price of the equipment, including any attachments, accessories or auxiliary apparatus necessary to make the equipment usable for the purpose for which it was acquired. Auxiliary charges such as duty or taxes, protective in- transit insurance, freight or installation shall be included as part of the acquisition cost if payment of charges is approved by the Office of Career and Technical Education when reimbursement is made for such items.

#### 2. LEA

Local Education Agencies. Local school, technical institute, college or approved agency conducting a career and technical education program.

#### 3. Major Equipment

Includes machinery and other items of tangible, depreciable property necessary for the function of a particular career and technical education program. Computer equipment and computer-related items are included in this category.

#### 4. Minor Equipment

Tangible, depreciable property necessary for the function of a career and technical education program.

#### 5. State Office

Office of Career and Technical Education (OCTE).

### II. Title

The title to equipment acquired under a subgrant will vest upon acquisition in the subgrantee. That is, equipment becomes the property of the eligible recipient. OCTE may reserve the right to transfer title to other eligible subgrantees.

### **III. Actual Equipment Purchase**

1. The LEA is responsible for purchasing equipment approved by OCTE for use in career and technical education programs. All local and state laws, regulations and procedures must be followed in the purchase of equipment. (For example, if the local regulations require formal bids, then formal bids must be obtained.) After an LEA has been notified that equipment has been approved for purchase, such equipment must be purchased or a signed purchase order should be executed as soon as possible. OCTE may specify a deadline date for purchase of equipment.
2. Equipment purchased by LEAs with funds provided by OCTE must meet all federal and state occupational safety and health administration rules and regulations. LEAs should require a compliance of all rules and regulations by the vendor before purchase is made.
3. The LEA is encouraged to plan a systematic method for continual updating of equipment to avoid obsolescence and fluctuating equipment budgets from year to year.
4. Equipment needs to be received and be operational in sufficient time to make an impact on the current program.
5. All purchased equipment will have adequate insurance coverage.
6. All equipment purchased will be identified as Perkins-purchased equipment with a permanent label or other identification system supplied by the LEA. The assigned identification tag must be attached or the inventory number engraved on the equipment.

### **IV. Use of Equipment Purchased with Funds Provided by the South Dakota State OCTE**

#### **1. Equipment Purchase**

Equipment purchased for a specific career and technical education program must be located in that program. Career and technical education equipment may be used for other instructional programs if the other use of the equipment is after regular school hours or on weekends.

#### **2. Repair and/or Replacement of Equipment Lost, Damaged, Stolen or Destroyed**

The LEA shall be solely responsible for the repair and/or replacement of any item lost, damaged, stolen or destroyed. No reimbursement will be made by OCTE to the LEA for any loss, damage, theft or destruction of the equipment.

#### **3. Equipment Control System to be Maintained**

A control system for all equipment (major and minor) shall be in effect by the LEA to ensure adequate safeguards for the prevention of loss, damage, theft or destruction of the equipment. The LEA will be responsible for replacing or repairing (with funds of the LEA) equipment that is lost, damaged, destroyed or stolen.

4. Maintenance of Equipment

Adequate maintenance procedures, such as maintenance contracts, shall be implemented by the LEA to keep the equipment in good working condition. The cost of such maintenance is to be born solely by the LEA and is not the responsibility of OCTE.

5. Equipment Tags

All equipment must be tagged upon receipt of equipment. Tags or other means of identification that are different from local inventory will be provided by the LEA.

6. Property Records

Property records shall be maintained accurately for each item of equipment. The records shall include the following information:

- A. A description of the property
- B. A serial number or other identification number
- C. The source of property
- D. Who holds title
- E. The acquisition date and cost of the property
- F. The percentage of federal/state participation in the cost of the property
- G. The location, use and condition of the property
- H. Any ultimate disposition data including the date of disposal and sale price of the property.

**V. Disposition**

When there is no longer a need for a specific piece of equipment to accomplish the purpose of the career and technical education program, or if the equipment becomes worn out or obsolete, the LEA will dispose of the equipment using the following:

1. Disposition of equipment is left up to LEA but will follow the criteria below.
  - A. Subgrantees may use equipment for other approved CTE programs within the LEA.
  - B. Order of disposition.
    1. Notify OCTE program specialist of item(s) to be surplusd
    2. OCTE will notify all other CTE programs about the surplusd equipment. OCTE will determine who will receive the equipment. Shipping or other costs incurred in transferring the equipment will be paid by the receiving school.
    3. If no other program wants the surplusd equipment, the LEA may dispose of it according to local disposition policies.

C. Termination of Program

1. Upon receiving written notification from the LEA of the termination of an approved career and technical education program, OCTE will determine the time and method of disposition of the equipment. It is the sole responsibility of OCTE to determine whether the equipment is to be transferred to another LEA, sold, traded or retained by the LEA.

The actual disposition of the equipment may be accomplished by moving it to another approved career and technical education program. Actual physical transfer of equipment shall be determined by OCTE.