Policy

**MATERIALS AND EQUIPMENT MANAGEMENT**

*Code* **ED** *Issued***DRAFT/19**

The superintendent is responsible for the overall supervision of materials and equipment management, including purchasing, receiving, storing, and maintenance. All staff are responsible for the care and proper use of equipment assigned to them.

District-owned equipment will not be loaned to private individuals or used for private purposes. Staff may request to utilize equipment and materials for educational purposes or for extremely limited personal use.

The superintendent will develop procedures for managing equipment and supplies.

Adopted ^

Legal References:

1. S.C. Code of Laws, 1976, as amended:
2. Section 59-19-130 - Acquisition of supplies and equipment.
3. Section 59-19-140 - Use of equipment.
4. Section 59-19-150 - Maintenance of equipment.