

## **5130 Restrictions Governing Use of Supplies, Equipment, Facilities**

Policy 5130

STATUS: ADOPTED

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### *RESTRICTIONS GOVERNING USE OF SUPPLIES, EQUIPMENT, FACILITIES*

Board Approved and Codified: May 20, 1986

Last Revised: June 19, 2013

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#### Description:

The physical assets of School District No. 59, including supplies, equipment and buildings are funded primarily through public taxation, and merit the highest degree of stewardship. The Board believes there must be controls in place for all its' assets, to insure they are used primarily for District purposes.

The School District shall not act as purchasing agent for individuals. Exceptions must be authorized by special resolution of the Board.

*RESTRICTIONS GOVERNING USE OF SUPPLIES, EQUIPMENT, FACILITIES*

Board Approved and Codified: June 16, 1986

Last Revised: June 19, 2013

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Description:

1. Supplies/Equipment

The purchase of supplies or equipment from the School District, or the use of School District purchase orders for personal use, is prohibited except by formal arrangement through the Secretary Treasurer.

2. School District equipment is not to be loaned or rented to commercial operations with the exception of equipment approved within the context of Policy 5190 (Use of School Facilities).

2. Facilities (Use of)

(a) Employees are permitted to use School District facilities and equipment outside of regular working hours in areas where they work and in which they have the necessary training and qualifications, provided authorization is obtained from the Principal or Department Head (in the case of a teacher) or the Supervisor (in the case of support staff).

(b) Use of all premises by non-employees is prohibited, with the exception of those covered by a joint use agreement or approved by the provisions of Policy No. 5190 (Use of School Facilities).