

## POLICIES REGARDING THE PURCHASE AND MAINTENANCE OF EQUIPMENT THROUGH TITLE FUNDS

The school district must maintain a comprehensive, accurate and current *inventory of equipment* purchased under each funding source. Therefore, ERCSD will request that each school complete a *physical equipment inventory* at the end of each school year. **(Form Attached)**. Schools must immediately report any discrepancies in their inventory to the Office of Funded Programs. Schools which do not submit the “Inventory of Equipment” form annually will not be permitted to purchase equipment the following year.

Equipment to be recorded on the inventory form includes all items valued at *\$500 or more* (electronics, furniture, etc.).

All equipment, regardless of cost, must be clearly *labeled* as property of the **East Ramapo School District** and the **Title fund** under which it was purchased. Additionally, the label must include a *tag number* to help track its location. (ie, #1, #2, etc). If your existing equipment does not have a tag number, please assign one prior to submitting the inventory form.

All equipment purchase requests *over \$5,000* must include a detailed *justification* for such a purchase. The justification must include: School Name, Date of Request, Item Description including Manufacturer and Model number, Quantity, Cost, Title Fund to be used, the type and number of students that will benefit from the equipment, where the equipment will be located, and a detailed justification indicating why the equipment is necessary **(Form Attached)**.

All equipment purchases *over \$5,000 must first be pre-approved* by the New York State Education Department (NYSED). The ERCSD will submit a school’s request with their justification letter to the NYSED for review, but will not purchase the equipment unless we receive written confirmation of approval by the NYSED.

Schools may not *dispose of or transfer* equipment to another school or facility without prior authorization from the Office of Funded Programs (OFP). Schools must contact the OFP and complete a *“Request for Return of Equipment”* form **(Form Attached)**. After reviewing the request, the school in possession of the equipment will be given instructions on how to proceed.

*Schools are responsible* for the equipment housed at their facility. All equipment must be properly secured and used only for the purpose for which it was intended. Schools are responsible to ensure that there are clear procedures and regulations for use of the equipment and that only authorized employees have access to the equipment.

If equipment *is stolen or damaged*, schools must immediately notify the OFP by completing a *“Report of Stolen or Damaged Equipment”* form. Further guidance and instructions as to what actions the school will be required to take will then be provided.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT**  
**INVENTORY OF EQUIPMENT**

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Tel: \_\_\_\_\_

*Please complete for all equipment costing \$500 (five hundred) dollars or more.*

Item Description	Manuf.	Model #	Serial #	Tag #	Current Location	Title Fund Used

*I hereby verify that the above equipment is being utilized in full compliance with Title regulations pertaining to the use of such equipment. I also verify that the school did not dispose of or transfer any equipment purchased through the school district without prior authorization.*

\_\_\_\_\_  
Print Name & Position

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EAST RAMAPO CENTRAL SCHOOL DISTRICT**  
**EQUIPMENT JUSTIFICATION FORM**

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_ Tel: \_\_\_\_\_

*Please complete for equipment costing \$5000 (five thousand) dollars or more.*

Item Description	Manuf.	Model #	Quantity	Cost	Vendor	Title Fund

*Student Population to be served (ie, Title I, ESL, etc.):* \_\_\_\_\_

*Total Number of Students to be served:* \_\_\_\_\_

***DESCRIPTION OF PROGRAM AND JUSTIFICATION FOR PURCHASE OF  
EQUIPMENT LISTED ABOVE: (Attach supporting documents if available)***

\_\_\_\_\_  
**Print Name & Position**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please note that the above information is being provided to the NY State Education Department for their review and approval. Our office will place the order only if we receive confirmation by NYSED.

## REQUEST FOR RETURN OF EQUIPMENT

Nonpublic schools who wish to return equipment purchased through the East Ramapo Central School District, must complete the form below. All requests are to be returned to the Office of Funded Programs. Schools will be notified of the time and location for returns. ***DO NOT DISPOSE OF OR TRANSFER ANY EQUIPMENT UNLESS YOU RECEIVE WRITTEN AUTHORIZATION FROM THE SCHOOL DISTRICT.***

Please complete information below for all electronic and furniture items valued at \$500 or more.

Item Description	Manuf	Model #	Serial #	Tag#	Reason for Return

\_\_\_\_\_ CONTACT PERSON (please print)

\_\_\_\_\_ SCHOOL

\_\_\_\_\_ PHONE

The School District will review your request and contact you with further instructions.

Thank you.

