

Use of Supplies and Equipment

District supplies and equipment are purchased and maintained for use by the district. They may not be used by employees or students for personal betterment or financial gain.

Employees or students may not use the credit or purchasing procedures of the district for their own personal use or gain.

All requests for use of equipment, service, or property assigned to the building or owned by the student body are to be shall be managed in accordance with the Business and Operations Procedures Manual.

Any violation of this regulation shall be cause for dismissal and legal action, if warranted.

Cross References:	Board Policy 3231	Student Records
	Board Policy 4040	Public Access to School District Records
	Board Policy 6801	Capital Assets/Theft-Sensitive Assets
	Board Policy 6955	Maintenance of Records

Legal References:	RCW 40.14.010	Definition and classification of public records
	RCW 42.56.070-080	Public Records Act – Documents and indexes to be made public; Facilities for copying – Availability of public records
	34 C.F.R. § 80.32	Uniform administrative requirements for grants and cooperative agreements to state and local governments – Equipment

Management Resources:	<i>Policy News</i> , April 2006	Fixed Assets
	<i>Policy News</i> , April 2005	Records Retention Schedule Updated

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Clover Park School District
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Priority