

PROCUREMENT, USE & DISPOSITION OF CHAPTER I EQUIPMENT

Date of Adoption: October 21, 1993

Basic Skills Improvement Program equipment shall be procured in accordance with existing law for purchasing in the Public School Contract Guidelines, New Jersey State Department of Education, division of Finance, October, 1986, as amended. Equipment shall be purchased which is essential to the effective implementation of the Chapter I Program and shall be used only in the Basic Skills Projects. The district is required to follow the requirement for the use of Requests for Proposal (RFP) for equipment purchases over \$8,700. Equipment shall be labeled and a master list maintained for equipment over \$300. Subsidiary inventory records of equipment shall be kept in each school. Chapter I funds may be used to pay for the repair of equipment purchased with Chapter I money and currently in use in the projects.

Equipment with a cost of less than \$1,000 and with no further use or value may be retained, sold or otherwise disposed of, with no further obligation to the federal government. Equipment with a unit acquisition cost of \$1,000 or more may be returned or sold in accordance with instructions in Public School Contract Guidelines, October, 1986. The proceeds from the sale or the fair market value, if retained by the LEA, shall be forwarded to the SEA.

Equipment may be exchanged for replacement equipment if needed. When Chapter I equipment is lost, stolen, or destroyed, a report must be made to the proper law and insurance authorities and to the SEA, and inventory records adjusted. Records documenting the disposition of Chapter I equipment shall be kept on file with inventory records. Upon disposition of equipment, it shall be removed from the inventory.

Scotch Plains-Fanwood Public Schools

Legal References:

Guidelines for Basic Skills Improvement Programs
ESSIA Chapter I PL 100-297, Chapter 212 Laws of 1975 as amended.