

**DIC-R Inventory**

12/14/16

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) has established property control procedures for the purpose of providing a high degree of accountability for District assets.

**RULE:****A. EQUIPMENT:**

It shall be the duty of every Cobb County Board of Education (Board) member and District employee to adhere to all Policies, Rules and regulations related to equipment accountability as set forth in the Property Control User's Guide, Administrative Rule DFJ-R (District Property Replacement/Restitution), and Administrative Rule DO-R (School Properties Disposal Procedure).

**B. TEXTBOOKS:****1. Inventory:**

The District shall maintain an inventory of all textbooks on current adoption by the Board.

**2. Disposal:**

Once textbooks are no longer on the current adoption, such books shall be declared surplus. The administration may dispose of textbooks through standard paper disposal or recycle through available agencies in accordance with proper bidding procedures.

**C. DONATED PROPERTY:**

1. The Principal or designee has the discretion of accepting or rejecting donated property provided the criteria set out in Administrative Rule IFCB-R (Media Programs) and the provisions of Administrative Rule KJ-R (Advertising in the Schools) are met.
2. The Principal or designee accepting donated property is required to notify the Property Control Department upon receipt of the property by submitting a completed FS-201 (Property Inventory Receiving Form for Donations) in accordance with the Property Control Users Guide.
3. After property is included as District inventory it will be governed by all other applicable Administrative Rules and procedures.

Adopted: 9/1/04

Revised: 2/21/06; 6/11/08; 2/10/10

Revised and Re-coded: 6/28/12 (previously coded as Administrative Rule DID)

Revised: 12/14/16

Legal Reference

O.C.G.A. 20-02-0260 Capital outlay funds, generally