

<b>TENNESSEE STATE BOARD OF EDUCATION</b>		
<b>INVENTORY AND EQUIPMENT</b>		<b>2702</b>
<b>ADOPTED:</b> <b>July 28, 2017</b>	<b>REVISED:</b> <b>May 31, 2019</b>	<b>MONITORING:</b> <b>Review: Annually</b>

Each authorized charter school shall establish accurate inventory and equipment policies and procedures for all school real and personal property, in compliance with the Tennessee Internal School Uniform Accounting Policy Manual.

**Equipment Procured with Federal Dollars.** The school shall comply with all regulations tied to such federal funds, including 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, ESSA, IDEA, and any other applicable federal or state laws.<sup>1</sup> The school’s equipment and inventory policies and procedures shall include a definition of equipment (that is the same as or more restrictive than the State of Tennessee’s definition) and property records which include all equipment purchased with federal funds. Policies and procedures shall ensure that any equipment purchased with federal dollars is essential to and purchased for the benefit of the program from which it was funded. Additionally, policies and procedures shall include the tracking and usage of sensitive minor equipment. Property records of equipment purchased with federal dollars must be maintained and include a description of the property; a serial number or other identification number; the source of property; the titleholder; the acquisition date; the cost of the property; the percentage of federal participation in the cost of the property; the location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property. A physical inventory of the property must be taken and the results reconciled with the records at least annually. Procedures shall provide for adequate maintenance of property and a control system to prevent loss, damage or theft.

Additional information regarding inventory and equipment requirements can be found in the State Board’s Operating Policies and Procedures for Implementation and Administration of Federal Education Programs document.

Legal References:

<sup>1</sup> EDGAR 34 Subtitle A Part 80.32; 2 C.F.R. Part 200

Cross References:

Tennessee Internal School Uniform Accounting Policy Manual; Section 4-23, Section 4-25