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DISTRICT ADMINISTRATIVE RULE

DIC-R Inventory

~~12/14/16~~ **x/x/24**

1 RATIONALE/OBJECTIVE:

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

5 RULE:

7 A. EQUIPMENT:

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

14 B. TEXTBOOKS:

15 1. Inventory:

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

17 2. Disposal:

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

22 C. DONATED PROPERTY:

23 1. The Principal or designee has the discretion of accepting or rejecting donated property
24 provided the criteria set out in Administrative Rule ~~IFCB~~ **IFBC**-R (Media Programs), **and**
25 the provisions of Administrative Rule KJ-R (Advertising in the Schools), **and the**
26 **provisions of Administrative Rule DFF-R (Grants) are met is and as applicable.**

27 2. The Principal or designee accepting donated property is required to notify the ~~Property~~
28 ~~Control~~ **Capital Assets** Department upon receipt of the property by submitting a
29 completed FS-201 (Property Inventory Receiving Form for Donations) in accordance with
30 the Property Control Users Guide.

31 3. After property is included as District inventory it will be governed by all other applicable
32 Administrative Rules and procedures.

35 Adopted: 9/1/04

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

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

38 Revised: 12/14/16; **x/x/24**

40 Legal Reference

41 O.C.G.A. 20-02-0260

Capital outlay funds, generally