

ALABAMA SCHOOL OF FINE ARTS
ADMINISTRATIVE CODECHAPTER 356-X-5
INVENTORY CONTROL

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356-X-5-.01 Inventory Control.

(1) An inventory control on all fixed assets and equipment shall be maintained. Department heads are accountable for departmental inventories at the school level. Department heads will be held personally accountable for any unreported losses resulting from failure to provide additions and/or deletions to the school's inventory.

(2) A physical inventory of all fixed assets and equipment will be made periodically. Contributions of equipment and other property made by PTSO and and other organizations become the property of the school and must be entered into the inventory.

(3) All fixed assets and equipment valued at \$100 or more will be reported to the State of Alabama Inventory Control office semiannually.

Author:

Statutory Authority: H.J.R. 145, September 17, 1971.

History: Filed September 30, 1982.

356-X-5-.02 Insurance.

The Board makes every effort to obtain insurance at the most economical cost, consistent with required service and school needs. Certain insurance is provided on all school property and vehicles. ASFA provides special coverage in other areas.

Author:

Statutory Authority: H.J.R. 145, September 17, 1971.

History: Filed September 30, 1982.

356-X-5-.03 Maintenance - Goals And Objectives.

(1) The Board serves as trustee of school facilities and oversees business operations for the purpose of providing facilities and services which will support a sound educational program.

(2) The Board expects, within the framework of available resources, proper operation and maintenance of the school plant, equipment, and services to set high standards of safety, promote the health of pupils and staff, reflect the aspirations of the community, and to support environmentally the efforts of the staff to provide quality instruction.

(3) The executive director will establish a thorough, effective and economical maintenance program which will assure the useful life of school sites, plants and equipment.

Author:

Statutory Authority: H.J.R. 145, September 17, 1971.

History: Filed September 30, 1982.

356-X-5-.04 Purchasing.

(1) All purchasing will be done in conformity with the Alabama State Bid Law and with sound ethical business practices (Alabama State Bid Law, Act No. 217, Alabama Law Special Session, 1967). Expenditures included in the budget as approved by the Board at the beginning of each school year will be authorized by the executive director.

(2) Commodities bought by the ASFA shall be purchased at the lowest possible cost, consistent with governing laws and an adequate standard of quality usually through competitive bidding. Employees of the Board responsible for the expenditure of public funds are held to a high level of accountability.

(3) When soliciting bids, all reasonable methods will be used in order to ensure full and free competition. Care will be exercised to ensure that bids are solicited sufficiently in advance of bid announcement to allow bidders adequate opportunity to prepare and submit their bids.

(4) All purchases must be based on properly issued and approved purchase orders.

(5) Local purchases shall be made consistent with the sound business practices fostered by this Board. Purchases shall be made either by or with the written approval of the executive director or his designee.

Author:**Statutory Authority:** H.J.R. 145, September 17, 1971.**History:** Filed September 30, 1982.**356-X-5-.05 Security.**

(1) ASFA is an urban school with resident facilities. Security requirements include careful instruction of all students and school personnel concerning guest visitation, protection of all property and collective concern for physical safety.

(2) To the extent deemed appropriate, the executive director is authorized to provide guard service and install any mechanical devices to ensure the safety and well being of the physical property and the personnel of ASFA.

Author:**Statutory Authority:** H.J.R. 145, September 17, 1971.**History:** Filed September 30, 1982.**356-X-5-.06 Operation Of School-Owned Vehicles.**

The careful and considerate operation of all school-owned vehicles is expected. School-owned vehicles shall be used only for school purposes or as specified or authorized by the Board. Employees operating motor vehicles belonging to the ASFA are required to be qualified licensed drivers and are expected to operate vehicles in a careful manner with due regard for school property, private property, and the rights of others. Drivers of school-owned vehicles shall be covered by liability insurance in such amounts as the Board may from time to time determine.

Author:**Statutory Authority:** H.J.R. 145, September 17, 1971.**History:** Filed September 30, 1982.**356-X-5-.07 Sale Of Surplus Equipment And Property.**

(1) ASFA is ruled by Code of Ala. 1975, §36-16-8 (3), dealing with disposal of property and equipment as follows:

(2) No such property shall be disposed of, transferred, assigned, or entrusted to any other department, agency, or employee thereof without the written permission of the property inventory control division."

(3) All equipment and property is processed on Forms SD1, titled "Nonconsumable Personal Property Transfer."

Address: Property Inventory Division
Rm. 127 Alabama State House
64 No. Union St.
Montgomery, Alabama 36130

Author:

Statutory Authority: H.J.R. 145, September 17, 1971.

History: Filed September 30, 1982.