

HOONAH CITY SCHOOL DISTRICT

**SOP No. 17**

LOANING SCHOOL DISTRICT MATERIALS, SUPPLIES, OR EQUIPMENT TO INDIVIDUALS OR NON-SCHOOL AGENCIES

1. PURPOSE: To establish uniform procedures to prevent problems which arise from the informal loan of school materials, supplies or equipment to individuals or non-school agencies.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: The Principal is responsible for ensuring compliance with this policy.
4. PROCEDURE: The following are the general procedures for all school district materials, supplies or equipment being loaned to individuals or non-school agencies:
  - a. The principal or budget supervisor must have the individual or the representative from the requesting agency sign a completed school district Lending Agreement before any materials, supplies, or equipment are released to anyone.
  - b. The principal or budget supervisor must give a signed, dated written receipt for the items returned.
  - c. The completed form must be kept on file in the school or department and a copy sent to the Business Office.

June 2017