
AURORA PUBLIC SCHOOLS
Adopted December 1978
Recoded August 1998
Reviewed September 2007

APS Code: EDA

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

A district warehousing system may be established for the purpose of providing reasonable availability of high volume items for which there is not adequate storage space in the schools.

AURORA PUBLIC SCHOOLS
Approved December 1978
Recoded August 1998
Revised April 1999
Revised October 2007

APS Code: EDA-R

MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING

The average total value of stock items over a 12-month budget period should not exceed one percent of the General Fund budget, nor five percent of the Nutrition Services Budget (excluding federal commodities).

Inventories are to be stated at cost as determined by the weighted average cost method. Expenditures for supplies are to be recorded upon the receipt of orders by the Warehouse.

Inventories should be maintained on a perpetual basis. Periodic spot counts of sample items shall be taken during the course of any budget year to reconcile shelf counts with recorded inventory counts. At least one complete physical inventory shall be taken each budget year.

An analysis of stock items shall be taken at least once during each budget year to determine whether the issuance and turnover of some items warrant continued stocking. An item must also have a shelf life of at least 12 months or not be subject to spoilage during the normal stock-to-use period. Items which do not meet these criteria may be deleted from stock.

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All audio/visual equipment in each school must be listed on the school's audio/visual inventory. The media center of each building is the central depository of all audio/visual equipment. All such equipment is checked out through the media center.

The principal is responsible for the audio/visual equipment assigned to the school. The building media specialist, or other person designated by the principal, is assigned the responsibility of providing systematic accounting for and circulation of audio/visual equipment. Through the District's maintenance service record for each item of audio/visual equipment and the publication of the list of equipment at each school, the District's Department of Media Services assists the principal in taking an annual inventory of the equipment.

The Department of Media Services, working with the Purchasing Department, establishes specifications for audio/visual equipment and arranges for systematic purchasing procedures for audio/visual equipment for buildings in the District.

Repair and Maintenance

Media Services has responsibility for repair and maintenance of audio/visual equipment used in support of the curricular program in the Aurora Public Schools, including the following items:

1. audio equipment including: open reel tape recorders, audio cassette player recorders, monaural and stereo player recorders, high-speed duplicators, record players, portable address systems, including microphones and mixers, high-speed duplicators, radios;
2. projectors and viewers, including: 16mm motion picture, 8mm motion picture, 35mm silent and automatic filmstrip, 35mm slide, controlled readers, tachistoscopes, multi-image equipment, overhead, opaque, microfiche readers;
3. video equipment, including: television sets, video monitors, video records, video cameras and peripherals;
4. other equipment, such as: portable spotlights, laminating equipment, drymount

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presses.

Repairs are requested by buildings through the principal or designee on the "Audio/Visual Repair Request Form."

- A. Emergency requests may be made by telephone, with the "Audio/Visual Repair Request Form", #1017, made out and forwarded later to Media Services or given to the technician.
- B. Repairs which can be accomplished within the time and capabilities of APS audio/visual technicians will be done on-site at the buildings. The pink copy of the "Audio/Visual Repair Request Form" should be placed on the equipment and the equipment **removed from service** until repaired.
- C. Long-term loan of equipment can be arranged with Media Services to replace equipment out of service. However, buildings may request the Warehouse Department to pick up and return such equipment.
- D. When major repairs are needed which are beyond the capacity of the APS media service facility, equipment will be sent to a local dealer. Equipment which is sent out for repair shall have **prior authorization** by an AV technician and will be paid from the AV equipment repair fund. The building shall have responsibility for any charges resulting from repair of equipment which is sent without such authorization.
- E. In case of damage to equipment caused by misuse, abuse, accident and the like, the building shall be responsible for the cost of repair. In such cases, the technician shall notify the building principal. A purchase request from the building should be prepared for the repair **before** the equipment is sent out to a repair facility or is repaired at the APS service facility.

AURORA PUBLIC SCHOOLS

APS Code: EDB-R

Approved October 1982

Revised September 1985

Recoded March 1999

Revised February 2009

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The following audio/visual items are handled through the APS department indicated.

Television studios, language laboratories - Purchasing Department.

Built-in public address systems, athletic site scoreboards and sound systems, theatrical systems, other installed electrical equipment - Maintenance Department.

Media Services will assist in use of the above equipment in appropriate circumstances, but repair or replacement is the responsibility of the department specified.

Working with the Purchasing Department, Media Services has the responsibility for establishing specifications for audio/visual equipment and its systematic purchase. Only specified equipment will be purchased. Media Services is not responsible for repair of equipment which is not specified and approved for District purchase.

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Approved October, 1982

Revised September, 1985

Recoded March, 1999

APS Code: EDC-R

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

Equipment assigned to buildings may be used by staff and students at locations other than at the school building to which it is assigned, subject to the following conditions:

- a. the use for educational purposes;
- b. arrangement for check-out of the equipment is made through the media specialist with written approval of the principal or other designated building administrator. Check-out of the equipment is at the discretion of the principal or designated representative;
- c. the person checking out the equipment shall agree in writing to be held responsible for loss or damage. In the case of a minor student, responsibility must be accepted, in writing, by the parent or guardian;
- d. unless special arrangements are made with principal or designee, equipment will not be checked out for more than two (2) days.

District-owned microcomputers may not be checked out and taken from buildings by staff members unless authorized by the principal and the appropriate Level Director for use related to District business or activities.

Audio/visual equipment assigned to the building shall not be loaned to outside individuals or organizations except as provided in regulation KFB/KFC, Community Use of School Buildings/School Fields and Grounds.