

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Director of Maintenance and  
Operations

**Issue No:** 3

**Date:** 3/11/02

**Page:** 1 of 1

**Reference:** Form PUR-14

**ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**

**6.20 MAINTENANCE AND OPERATION  
OF FACILITIES**

---

**SECTION 6.20.15 Care of Tools and Equipment**

Tools and equipment are furnished to the Maintenance and Operations personnel by the District at no expense to the employee; however, tools and equipment that have a value in excess of \$300 are recorded on Inventory Control Cards (Form PUR-14).

Tools and equipment routinely used on a daily basis and carried in a vehicle shall be the responsibility of the personnel to whom the equipment or tools have been assigned. Tools and equipment used for a specialized job and not normally carried in the vehicles shall be stored in the Maintenance Tool Crib. Items removed from the tool crib are signed in and out.

All tools and equipment shall be inventoried annually by Inventory Control personnel.