



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

**TITLE:** Inventory of Student Body Owned Equipment

**NUMBER:** REF-2633.0

**ISSUER:** Terri Minami, Director  
School Fiscal Services Division

**DATE:** July 25, 2006

Due: August 31, 2006

**ROUTING**

Local District  
Superintendent  
Principals  
Financial Managers  
School  
Administrative  
Assistants

**PURPOSE:** The purpose of this Reference Guide is to provide procedures for the preparation of Student Body Equipment Inventory.

**MAJOR CHANGES** None

**INSTRUCTIONS:** I. INTRODUCTION

On an annual basis, each school's student body must complete an inventory of student body owned equipment. The information contained in the inventory document will be used to substantiate any insurance loss claims.

Attached is one blank copy of the Inventory of Student Body Equipment for secondary schools (Attachment A, Form 30.10) and for elementary schools (Attachment B, Form 30.15). These forms should be completed by the financial manager of each secondary school and the SAA of each elementary school, continuation high school, special education school, and primary centers annually.

One completed copy should be submitted to Auxiliary Services Trust Fund, Beaudry Building, 26<sup>th</sup> Floor, Room 137-3 by August 31, 2006.

II. PROCEDURE FOR PREPARING EQUIPMENT INVENTORY

Include in the equipment inventory only those items over \$500 which are owned by the student body. Do not include equipment owned by, or where title has been transferred to, the Board of Education, faculty, PTA or individuals.

An alphabetically arranged listing of major categories of equipment items is preprinted on Forms 30.10 and 30.15. Additional items not falling within the preprinted categories should be added on blank lines. If necessary, additional pages may be attached to the preprinted forms. Please show the total of all equipment on the last page of the attachment. This total should agree with



the total of the equipment inventory cards and with the equipment inventory control and reserve accounts on the secondary student body books. It is suggested that a copy of the original invoice be attached to the equipment inventory cards.

In order to facilitate the processing of claims and claim payments by the Student Body Self-Insurance Fund in case of a loss, and for recovery of stolen property, it is important that the MODEL, SERIAL NUMBER AND DATE PURCHASED are available and are included on the inventory equipment listing. If a piece of equipment has no serial number, please indicate “none” in that column but provide all the remaining information.

### III. INSURANCE

The Student Body SELF-INSURANCE PROGRAM assesses all schools to cover student body equipment. This contribution may increase/decrease depending upon the level of claims filed and reimbursed.

In the case of secondary schools, claims are paid based on 75% of the purchase price of the equipment or supplies and are limited to a maximum amount of \$5,000 less a \$200 deductible. Schools must take every precaution to safeguard their property to minimize the contribution charges.

In the case of elementary schools, claims are paid based on 75% of the purchase price of the equipment or supplies, less a \$25 deductible if the loss exceeds \$100 and \$10 deductible if the loss is \$100 or less. Schools must take every precaution to safeguard their property to minimize the contribution charges.

### IV. DUE DATE

- 8/31/06 Inventory of Student Body Equipment

**RELATED  
RESOURCES:**

Publication 464 and Publication 465.

**ASSISTANCE:**

For assistance or further information please contact your Coordinating Financial Manager.

ORIGINAL--Student Body Fiscal Services
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Los Angeles Unified School District  
 Student Body Finance Section

**2005-06 INVENTORY OF STUDENT BODY EQUIPMENT**  
 SECONDARY SCHOOLS

QUANTITY	ITEMS	MANUFACTURER'S NAME OR MAKE	MODEL	SERIAL NO.	DATE PURCHASED	PURCHASE PRICE
	Adding Machine					
	Athletic Equipment φ					
	Bleachers					
	Bookcase					
	Cameras					
	Caps and Gowns					
	Cases, Display					
	Cash Register					
	Chairs					
	Choir Robes					
	Coin Counter ø					
	Coin wrapper ø					
	Computer & Peripherals*					
	Computer Program**					

\_\_\_\_\_ Date

\_\_\_\_\_ SCHOOL

φ Athletic Equipment – Show total only. –Training equipment over \$100 each.

ø If owned only by Student Body .(Do not Include Items purchased on 50/50 basis)

\*Computer & Peripherals—Show total only. Itemize on separate sheet and attach to inventory

\*\* Computer Program--- Show total only. Itemize on separate sheet and attach to inventory

**2005-06 INVENTORY OF STUDENT BODY EQUIPMENT  
SECONDARY SCHOOLS**

QUANTITY	ITEMS	MANUFACTURER'S NAME OR MAKE	MODEL	SERIAL NO.	DATE PURCHASED	PURCHASE PRICE
	Desks					
	Draperies					
	Duplication Machine					
	Fan					
	Filing Cabinet					
	Machine, numbering					
	Microphone					
	Musical Instruments &					
	Organ					
	Piano					
	Picture Frames					
	Pictures & Art Objects**					
	Projector					

\_\_\_\_\_

Date

\_\_\_\_\_

SCHOOL

& Musical Instruments- Show total only. Itemize on separate sheet and attach to inventory.

\*\* Pictures- Itemize and attach a sheet for all items which cost more than \$100.

**2005-06 INVENTORY OF STUDENT BODY EQUIPMENT  
SECONDARY SCHOOLS**

QUANTITY	ITEMS	MANUFACTURER'S NAME OR MAKE	MODEL	SERIAL NO.	DATE PURCHASED	PURCHASE PRICE
	Public address system (Portable)					
	Radios					
	Record Player					
	Recorder, wire or tape					
	Safe $\theta$					
	Score Board					
	Screens, picture					
	Stage Equipment $\zeta$					
	Tables					
	Typewriter					
	Uniforms, Band					
	Uniforms, Drill Team					

\_\_\_\_\_

Date

\_\_\_\_\_

SCHOOL

$\theta$  If owned only by Student Body.(Do not include items purchased on 50/50 basis).

$\zeta$  Stage Equipment-Show total only and retain list at school.



ORIGINAL--Student Body Fiscal Services
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Los Angeles Unified School District  
 Student Body Finance Section

**2005-06 INVENTORY OF STUDENT BODY EQUIPMENT**  
 ELEMENTARY SCHOOLS

QUANTITY	ITEMS	MANUFACTURER'S NAME OR MAKE	MODEL	SERIAL NO.	DATE PURCHASED	PURCHASE PRICE
	Cameras					
	Copying Machine (Thermofax, etc.)					
	Draperies					
	Earphones					
	Microphone					
	Musical Instruments &					
	Piano					
	Picture Frames					
	Pictures **					
	Projector					
	Radio					
	Record player					

\_\_\_\_\_ Date

\_\_\_\_\_ Elementary School

& Musical Instruments – Show total only. Itemize on separate sheet and attach to inventory.

\*\*Pictures-- Itemize and attach a sheet for all items valued at more than \$100. All items valued at less than \$100 may be grouped together in one total.

**2005-06 INVENTORY OF STUDENT BODY EQUIPMENT  
ELEMENTARY SCHOOLS**

QUANTITY	ITEMS	MANUFACTURER'S NAME OR MAKE	MODEL	SERIAL NO.	DATE PURCHASED	PURCHASE PRICE
	Recorder, Wire or Tape					
	Screens, Picture					
	Television					
	Miscellaneous					

**TOTAL**

\$
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\_\_\_\_\_  
Signature Principal/Assistant Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elementary School