

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2575-7</b>
<b>SUBJECT:</b>  <b>REPLACEMENT OF EQUIPMENT</b>	<b>DATE OF ISSUE: 10/26/82</b> <hr/> <b>REVISIONS: 02/11/85; 11/15/86</b> <hr/> <b>PREPARING OFFICE:</b> <b>INSTRUCTION AND LEARNING</b>

**I. PURPOSE:**

To establish procedures for the systematic replacement of building equipment.

**II. PERSONNEL AFFECTED:**

All district employees.

**III. RESPONSIBILITIES:**

**A. General Director of Instruction and Learning, Instructional Directors, Program Directors, Coordinators, and Consultants.**

1. Develop operating levels of equipment to be provided at the building level.
2. In cooperation with the building principal, provide a list of additional items to be provided at the building level as required by programs unique to that building.
3. In cooperation with the director of purchasing, determine a recommended replacement cycle for each equipment item.
4. In cooperation with the director of purchasing, review the specific items to be replaced to determine if they should actually be replaced.
5. Provide the general director of instruction and learning with a list of equipment to be replaced showing building location, equipment description, quantity, and costs.

**B. General Director of Fiscal Services, Director of Purchasing**

1. Provide each building principal, curriculum and instructional directors, program director coordinator consultant, and general director of instruction and learning with current equipment inventories.

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2. Provide advice regarding costs, purchasing procedures, and replacement cycles.
3. In cooperation with the general director of curriculum and instruction, develop specifications, request bids, and prepare and submit requisitions.
4. Process equipment requisitions in a timely manner so that items are available when needed.
5. In cooperation with the general director of instruction and learning, determine the disposition of items being replaced.

**C. Building Principals**

1. Maintain the district's inventory of instructional equipment.
2. Consult with curriculum and instructional directors, program directors, coordinators, consultants, and general director of instruction and learning to determine operating levels of equipment for the building.
3. As directed, submit requisitions for replacement items of equipment along with a description and serial number of the article to be replaced.
4. In consultation with the director of purchasing and general director of instruction and learning, develop, maintain, and monitor a replacement cycle for office equipment.

**D. Assistant Superintendent of Instruction and Learning, General Director of Instruction and Learning**

1. In consultation with the general director of instruction and learning, curriculum and instructional directors, program directors, coordinators, consultants, and building principals, develop a yearly budget for the purchase of replacement equipment contingent upon the availability of funds.
2. Provide building principals with a list of items to be requisitioned and the recommended costs.

**IV. DEFINITIONS:**

- A. Equipment items referred to in this regulation are those which have a minimum replacement value of \$200.
- B. Replacement of items costing less than \$200 will be the responsibility of the

**building principal, program director, or coordinator.**

**C. Operating levels shall be the maximum level for replacement consideration.**

**V. REPLACEMENT CYCLES:**

**Replacement cycles will be developed, maintained, and monitored by the appropriate curriculum and instructional director, program director, coordinator, consultants, or principal as follows:**

- |  |   |
|--|---|
| <b>A. Art</b>                          | <b>K. Mathematics</b>                     |
| <b>B. Audio Visual--Media</b>          | <b>L. Music</b>                           |
| <b>C. Business Education</b>           | <b>M. Office Equipment</b>                |
| <b>D. Computers</b>                    | <b>N. Outdoor/Environmental Education</b> |
| <b>E. Food Service</b>                 | <b>O. Physical Education</b>              |
| <b>F. Foreign Language</b>             | <b>P. Science</b>                         |
| <b>G. Health</b>                       | <b>Q. Social Studies</b>                  |
| <b>H. Family and Consumer Sciences</b> | <b>R. Special Education</b>               |
| <b>I. Technology Education</b>         | <b>S. Title I</b>                         |
| <b>J. Language Arts</b>                | <b>T. Title VI</b>                        |