

**PROPERTY ACCOUNTABILITY AND RESPONSIBILITY**

All real property, furnishings, instructional, and non-instructional equipment purchased with public funds at South Tech Charter Academy, Inc. remain the property of the Sponsor. South Tech Charter Academy, Inc. agreed in its' Charter to utilize the Sponsor's database to maintain property accountability records, and report annually to the Sponsor. This policy is intended to implement the agreement.

1. The Academy President or Management Company Representative shall designate administration managers and department heads as custodians of property assigned to their area of responsibility.
2. Each property custodian shall be responsible for the safekeeping and proper use of the property entrusted to their care. A property custodian cannot transfer responsibility to subordinates, however subordinates may assist in meeting this responsibility.

Safekeeping of personal property is the responsibility of each employee. Employees are urged to properly secure personal belongings in their vehicles and work areas when not in immediate control of such property. Personal property loss is not reimbursable, unless covered by employee's personal insurance.

3. Each property custodian shall be responsible for maintaining and furnishing such records of property as shall be prescribed by the Sponsor and for furnishing such reports concerning lost or stolen property. Losses resulting from negligence may result in personal liability.
4. The President or Management Company Representative shall report to the Governing Board and Sponsor all property that has been lost, stolen, recovered or discarded. Such report is to include recommendation for inactivation and reactivation of the property record and information applicable to personal liability that may be appropriate to the circumstances of loss or theft.

Authority: 120.53, 230.22(2) FS

Implemented: 120.53, 230.22(2) FS; South Tech Charter High School Charter General Provisions, L13; FS 1002.33

Reference: Palm Beach School District Policy 6.10

History: New: 9/02/2004; Revised: 7/07/2005, 3/11/2010