

**SPECIAL EDUCATION EQUIPMENT
IDENTIFICATION**

ISSUE DATE: 7-21-14

It is the policy of the Jackson County School District to follow all District policies and procedures set forth by the JCSD in addition to:

1. All equipment purchased with the IDEA Part B funds are delivered to the Special Education Office located in Vancleave.
2. All equipment purchased with the IDEA Part B funds must receive a JCSD Property Control Identifying Number.
3. All equipment purchased with the IDEA Part B funds must receive an IDEA sticker / label. This label designates which fund paid for this equipment.
4. The bookkeeper receives all items shipped to the office, logs each entry and handles paying each bill in a timely manner.
5. The bookkeeper is responsible to attach the correct funding label to each item.
6. The bookkeeper adds the equipment to the SPED FIXED ASSET INVENTORY SHEET.
7. The bookkeeper notifies the school principal, LSC and PT / OT when the equipment is ready for pick up and / or delivery.