

OPERATIONAL SERVICES

FISCAL MANAGEMENT – INSURANCE MANAGEMENT – Equipment and Supplies
Insurance Program

The Regional Office of Education shall be covered by fire insurance and other appropriate insurance policies.

An inventory of equipment shall be maintained by the Regional Superintendent or his/her designee, which shall give the appraisal value of all equipment. The inventory shall be updated annually and shall serve as a basis for insurance. It shall be the responsibility of all administrators and supervisors to maintain an up-to-date inventory of the equipment in his/her assigned area and forward same to the Regional Superintendent or his/her designee.

Approved: 07/01/01