

**Policy Type: Staff/Superintendent Guidelines**

**Asset Protection**

The Superintendent shall ensure assets are protected, adequately maintained, appropriately used and not unnecessarily risked.

Accordingly, the Superintendent shall:

1. Obtain insurance coverage against theft and casualty losses to 100% of replacement value and against liability losses to Board members, staff or the district itself in an amount that is reasonable for school districts of like size.
2. Not allow unbonded or uninsured personnel access to funds in excess of \$50.
3. Ensure that the facilities and equipment are not subject to improper wear and tear or insufficient maintenance.
4. Limit exposure of the district, its Board and staff to legal liability.
5. Request approval of the Board for any single, non-budgeted purchase or expenditure of greater than \$5,000.
6. Not make any purchase:
  - a. Wherein normally prudent protection has been given against conflict of interest.
  - b. Without having obtained comparative prices based on similar quality.
  - c. Without considering a balance between long-term quality and cost.
  - d. Without reasonable consideration of local vendors.
7. Use a competitive bidding procedure for all contracted services, except professional services, and purchases of supplies, materials and equipment in the amount of \$10,000 or more.
8. Protect intellectual property, information and files from loss or significant damage.
9. Not receive, process or disburse funds under controls which are insufficient under generally accepted accounting procedures.
10. Not acquire, encumber or dispose of real property.

11. Protect the district's public image and credibility, and ensure district's ability to accomplish its mission.
12. Not allow the district to enter into a contract in which an employee of the district has an interest unless one or more of the following apply:
  - a. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures that have previously been set forth in district administrative policies.
  - b. The merchandise is sold to the highest bidder at a public auction.
  - c. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.
  - d. If, because of geographic restrictions, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.
  - e. If the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board.