

POLICY ON TEAM PURCHASES AND EQUIPMENT
(OUT OF 4170 ACCOUNT)

1. Each Team Leader will keep an inventory of team equipment and purchases. A copy of this inventory needs to be submitted to the Assistant Principal in charge of Equipment as well.
2. Team supplies and equipment will stay with the team at the end of the year, (even though team membership changes), with the following exception:

The team can decide to allocate equipment if it so chooses, for example, if the equipment will only be of use to an individual who is leaving the team. (This needs to be documented on both of the team inventories and approved by an administrator.)
3. Previous problems and/or disputes over ownership should be submitted to the Assistant Principal or Principal, whose decision is final.

Approved by Team Leaders/Department Chairs on November 25, 1997

Approved by Shared Decision Making Council on January 22, 1998