

Policy Type: Executive Limitations

Asset Protection

EL-10

The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

Accordingly, the Superintendent may not:

1. Fail to obtain insurance coverage against theft, casualty, and liability losses in accordance with Risk Management Pool directions;
2. Allow unbonded personnel access to funds in excess of \$50,000
3. Fail to take steps to ensure that a program of preventive maintenance is in place for district facilities and equipment;
4. Fail to conduct energy assessments and to make modifications which result in energy savings;
5. Recklessly expose the district, its Board, or staff to legal liability;
6. Approve any purchase in violation of the district's procurement code;
7. Fail to implement procedures to protect information, records, and files from loss or damage;
8. Receive, process, or disburse funds under controls which are insufficient under generally accepted accounting principles for governments;
9. Acquire, encumber, or dispose of real property without approval of Board;
10. Knowingly or recklessly endanger the district's public image or credibility, thereby jeopardizing the district's ability to accomplish its mission.

Adopted: *October 26, 2005*
Monitoring Method: *Internal Report*
Monitoring Frequency: *Annually in September*