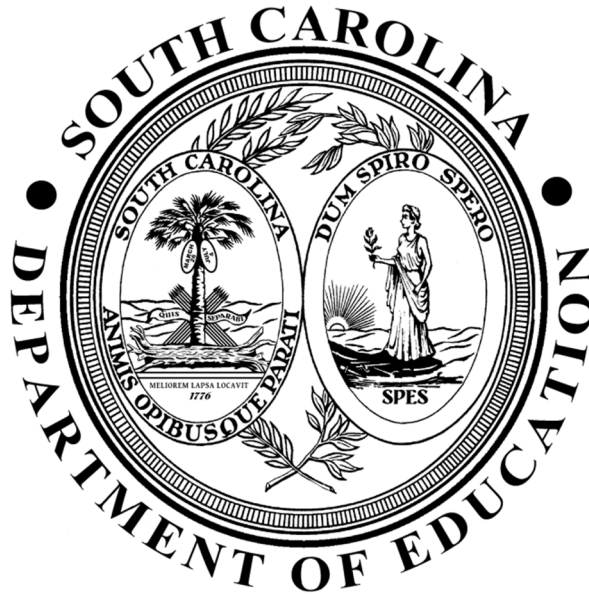


STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION
SECRETARY TO THE STATE BOARD OF EDUCATION



Career and Technical Education
Equipment Guidelines

Office of Career and Technical Education

January 23, 2020

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OFFICE OF CAREER AND TECHNICAL EDUCATION (OCTE)

Management Guidelines for CTE Equipment

The following guidelines provide the Office of Career and Technology Education's (OCTE) policy and procedures for the management and disposition of Career and Technology Education (CTE) equipment (including replacement equipment) purchased in whole or in part with **federal** or **state** funds.

These guidelines apply to:

- All tangible, non-consumable CTE property items having a useful life of more than one year and an acquisition cost of **\$500** or more.
- **ALL** computers, laptops, and electronic equipment purchased with **federal** or **state** CTE funds, regardless of cost.

In the event of a conflict between federal (Educational Department General Administrative Regulations (EDGAR)), state, or local educational agency (LEA) requirements for equipment management and disposition, the most restrictive requirement prevails.

I. Management Requirements for CTE Equipment

LEA procedures for managing **CTE equipment** (including replacement equipment), until disposition takes place, will meet the following minimum requirements:

- A. The LEA (school district or multi-district career center) must use the CTE equipment in the **CTE course/program/activity** for which it was acquired as long as needed, whether or not the CTE course/program/activity continues to be supported by federal/state funds.
- B. The LEA must maintain **property records** that include a description of the property; a serial number or other identification number; the vendor (source of the property); who holds title; the acquisition date and cost of the property; percentage of federal/state participation in the cost of the property; the location, use, and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property.
- C. The LEA must conduct a **physical inventory** of the property and reconcile the results with the property records at least once every year.
- D. The LEA must develop a **control system** to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated and the findings shall be maintained on file for audit purposes.
- E. The LEA must develop adequate **maintenance procedures** to keep the property in good condition.

II. Disposition of CTE equipment that is no longer needed, inoperable, or obsolete (and the CTE course/program is continued)

- A. The LEA must adhere to the following procedures and maintain **written documentation for audit purposes** of the action taken to ensure the proper disposition of CTE equipment purchased using federal/state funds.
- B. CTE equipment with a current per-unit fair market value of **less than \$5,000**:
 1. The LEA may transfer the equipment to another CTE course/program within the District.
 2. The LEA may trade the equipment in for another item of equipment needed for the CTE course/program.
 3. The LEA may transfer the equipment to a CTE program in another district.
 4. If not needed in any CTE course/program/activity, the LEA may transfer the equipment to other federally funded programs in the district.
 5. If the equipment is not needed in a CTE course/program/activity or in any federal program, the item of equipment with a current per-unit fair market value of less than \$5,000 may be sold or otherwise disposed of with no further obligation to the Office of Career and Technical Education (OCTE). The date of disposal and sale price must be retained in the LEA's equipment inventory files. Proper sales procedures must be established by the LEA to ensure the highest possible return. LEA proceeds from the sale of CTE equipment must be used in support of CTE programs.
- C. CTE equipment with a current per-unit fair market value of **more than \$5,000**:
 1. The LEA may transfer the equipment to another CTE course/program within the district.
 2. The LEA may trade the equipment in for another item of equipment needed for the CTE course/program.
 3. The LEA may transfer the equipment to a CTE program in another district.
 4. If not needed in any CTE course/program/activity, the LEA may transfer the equipment to other federally funded programs in the district.
 5. Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold and the LEA has no further obligation to the Career and Technical Education (OCTE). The date of disposal and sale price must be retained in the LEA's equipment inventory files. Proper sales procedures must be established by the LEA to ensure the highest possible return. LEA proceeds from the sale of CTE equipment must be used in support of CTE programs.

III. Disposition of CTE equipment when a CTE course is discontinued

Federal and state funds allocated to school districts and multi-district career centers for CTE equipment are provided to expand and improve secondary CTE courses and programs for South Carolina students. When an LEA closes or discontinues a CTE course, special provisions must be implemented to ensure accountability for the federal/state investment in CTE equipment for the course. LEA failure to comply with the following procedures may jeopardize future federal/state allocations approved for CTE equipment.

- A. When a school district or multi-district career center determines that a **CTE course will be discontinued**, the LEA must **notify the OCTE** in writing to obtain approval for the disposition of CTE equipment purchased in whole or in part with **federal or state** funds. The OCTE's highest priority for disposition will be to transfer the operable equipment to a comparable CTE course/program (either within the LEA or in another district or multi-district career center) where there is a **need** for the equipment.
- B. The LEA must complete and submit the attached *Disposition of CTE Equipment for Discontinued Course* form to the OCTE for review and **approval prior to** the disposition of the CTE equipment. The form fill-in document should be saved, completed, printed, and signed. Mail the completed form to Melissa Benton at the Office of Career and Technical Education, South Carolina Department of Education, 917 Rutledge Building, 1429 Senate Street, Columbia, SC 29201 **or** e-mail a scanned copy to mbenton@ed.sc.gov.
- C. The OCTE's CTE program associate will approve or disapprove the LEA's proposed disposition of CTE equipment items and will notify the LEA within 30 days of receipt of the completed *Disposition of CTE Equipment for Discontinued Course* form. Additional instructions will be provided for any disposition options that are not approved by the OCTE. The LEA may proceed with the approved disposition upon receipt of the form signed by the OCTE. Note: LEA proceeds from the sale of CTE equipment no longer needed for a closed or discontinued course must be used in support of CTE programs.
- D. Documentation to verify the final disposition of the CTE equipment may be required at the discretion of the OCTE's CTE program associate. If additional documentation is required, specific instructions will be provided to the LEA along with the signed *Disposition of CATE Equipment for Discontinued Course* form.
- E. CTE program associate contact information for the various career cluster areas and a listing of the CATE courses and programs by cluster may be found in the current CTE Student Reporting Procedures Guide on the Web at <https://www.ed.sc.gov/instruction/career-and-technical-education/performance-accountability/cate-data-collection-and-reporting/>.

IV. Regulatory Information

2 CFR § 200.313 – Equipment. Office of Management and Budget Guidance for Grants and Agreements, Dated January 1, 2014.

<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-313.pdf>

Office of Career and Technical Education (OCTE)
Disposition of CTE Equipment for Discontinued Course

District: _____

District Superintendent Signature: _____

School: _____

CTE Coordinator Signature: _____

CTE Course/Program: _____

District Contact for Equipment Disposition: _____

Course Ending Date (Month/Year): _____

Name: _____ Phone/Email: _____

Reason for Discontinuing the CTE Course/Program: _____

CTE Equipment Disposition Summary

Equipment Item	I.D. or Serial Number	Date Acquired	Cost	Funding Source/ Percent “F” or “S”	Current Condition	Proposed Disposition Option #	School/Course to Receive Equipment Item	OCTE Approval	
			Whole \$			Options 1–4		YES	NO
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>

For OCTE Use Only—

Reviewed by: _____ Signature: _____ Date: _____ Phone/Email: _____

Disposition Options for CTE Equipment Purchased With Federal/State CTE Funds (Course Discontinued/Closed)

1 – Transfer item to a CTE course within the District/Center (Identify School/Course)

2 – Transfer item to a CTE course in another District/Center (Identify School/Course)

3 – Not needed for CTE: Sell/dispose of item—Use any LEA proceeds for CTE programs (Current Item Value < \$5,000)

4 – Not needed for CTE: Sell/dispose of item—Use any LEA proceeds for CTE programs (Current Item Value > \$5,000)*

* The OCTE has a right to the value/proceeds in an amount applicable to the federal/state share of equipment valued > \$5,000.

Office of Career and Technical Education (OCTE)
Disposition of CTE Equipment for Equipment that is No Longer Needed, Inoperable, or Obsolete
And the Career and Technical Education (CTE) Course/Program is Continued

District: _____
 School: _____
 CTE Course/Program: _____

District Superintendent Signature: _____
 CTE Coordinator Signature: _____
 District Contact for Equipment Disposition: _____
 Name: _____ Phone/Email: _____

CTE Equipment Disposition Summary

Equipment Item	I.D. or Serial Number	Date Acquired	Cost	Funding Source/ Percent “F” or “S”	Current Condition	Proposed Disposition Option #	School/Course to Receive Equipment Item	OCTE Approval	
			Whole \$			Options 1-4		YES	NO
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>
			\$			Select one		<input type="checkbox"/>	<input type="checkbox"/>

For OCTE Use Only—

Reviewed by: _____ Signature: _____ Date: _____ Phone/Email: _____

Disposition Options for CTE Equipment Purchased With Federal/State CTE Funds (Equipment Obsolete or Not Needed)

1 – Transfer item to a CTE course within the District/Center (Identify School/Course)

2 – Transfer item to a CTE course in another District/Center (Identify School/Course)

3 – Not needed for CTE: Sell/dispose of item—Use any LEA proceeds for CTE programs (Current Item Value < \$5,000)

4 – Not needed for CTE: Sell/dispose of item—Use any LEA proceeds for CTE programs (Current Item Value > \$5,000)*

* The OCTE has a right to the value/proceeds in an amount applicable to the federal/state share of equipment valued > \$5,000.