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 un-bonded 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 24th, 2006
Monitoring Method: Internal Report
Monitoring Frequency: Annually in September