SECTION C - PROPERTY, CONTRACTS, AND TRAVEL

Schools and Regions Property Control Guidelines

PROCEDURES FOR DISPOSAL OF TITLE I PROPERTY

- Work location supervising administrator submits a memorandum to Mr. Edgardo L. Reyes, Administrative Director, Title I Administration and Federal/State Fiscal Operations:
  - Requesting permission to dispose of property;
  - Including the name and the title of technician/staff member validating need for disposal; and
  - Attaching Property Disposal Form (Appendix M, FM-6587).

- Upon review completion of the documentation submitted, Dr. Magaly C. Abrahante, Assistant Superintendent, Division of Early Childhood, Exceptional Student Education and Title I Programs, will issue a memorandum to work location supervising administrator, granting permission to dispose of property.

- Work location supervising administrator completes and signs the Outgoing Controlled Equipment form (Appendix L, FM-1670), and takes the green, pink, and yellow copies, along with the property, to the Stores and Mail Distribution (S&D) Satellite Warehouse (Richards Warehouse); or

- Work location supervising administrator mails green, pink and yellow (first three copies) to:

  Mr. Robert Gonzalez, Foreman
  Stores and Mail Distribution Satellite Warehouse (Richards Warehouse)
  12525 NW 28 Avenue
  Miami, FL 33167
  305 995-7885

- Stores and Mail Distribution will make the arrangements for pick-up of property.

- Work location supervising administrator keeps blue copy of the Outgoing Controlled Equipment form (Appendix L, FM-1670).

- Work location supervising administrator will be given the yellow copy of the Outgoing Controlled Equipment form upon delivery to S&D or upon pick-up of property by S&D.
• Work location supervising administrator sends a copy of the yellow form to Mr. Edgardo L. Reyes, Administrative Director, Title I Administration and Federal/State Fiscal Operations, via the following:
  o Email: ELReyes@Dadeschools.net;
  o Fax: 305-523-0669; or
  o Mail: Department of Title I Administration
           Miami-Dade County Public Schools
           1450 NE 2nd Avenue, Suite 500
           Miami, Florida 33132
           Tel. 305 995-1463

OFF–CAMPUS USE OF TITLE I PROPERTY

The work location supervising administrator maintains an Approval of Off-Campus Use of School Board Property form at work location when property is assigned off-campus, and when property is returned to campus (Appendix V, FM-2380).

TRANSFERRING TITLE I PROPERTY

The work location supervising administrator should contact Mr. Reyes at 305-995-1463.

VANDALISM OF TITLE I PROPERTY

• The work location supervising administrator must contact immediately Miami-Dade Schools Police Department by telephone at 305 757-2677;

• The work location supervising administrator completes Plant Security Report form (Appendix N, FM-0366); and

• The work location supervising administrator must submit a completed Plant Security Report form [FM-0366] within 24 hours of the telephone report to Miami-Dade Schools Police Department.