

**Carl D. Perkins  
Career and Technical Education Improvement Act of 2006  
Policy and Procedural Guide**

**Use and Security of Equipment Purchased by Perkins Funds**

The following policy applies to school districts and postsecondary institutions utilizing Carl D. Perkins for purchase of equipment:

Per 34 C.F.R. § 80.32 Equipment:

(d)(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and the cost of the property,....the location, use, and condition of the property....

(d)(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of property. Any loss, damage, or theft shall be investigated.

All equipment purchased with Perkins funds, must be permanently marked indicating Carl D. Perkins (CDP), the grant year of acquisition, and program location. An annual inventory list must be maintained per regulations as stated above.

The grantee can dispose or transfer title of equipment when it is determined that the equipment has outlived its useful life; this may occur when: equipment becomes obsolete, outdated, or no longer fulfills curricular needs or purpose.

Safeguards for Laptops or Other Handheld Digital Equipment:

Laptops or other handheld digital equipment approved for purchase by the state using Perkins funds must be marked as described above. The district or college will be held accountable for equipment security and maintenance.

It should be noted that all equipment purchased with Perkins funds are solely for student use or for classroom instruction by a certified career and technical education teacher. Laptops and other handheld digital equipment must be housed on the school/college campus at all times and cannot be assigned to any student or teacher for individual use. Exceptions may be granted as approved by the state for specific electronic equipment i.e. electronic babies.

Safeguards for Other Equipment including Interactive Whiteboards:

All other equipment purchased using Perkins funds including desktop computers and interactive whiteboards (mobile or stationary) must be located in spaces designated for career and technical education.