**Section 254.470 Equipment Audits**

a) All instructional equipment purchased by an eligible recipient which is reimbursed in whole or in part from the federal vocational education funds and which has a single item acquisition cost of $300.00 or more shall be accounted for by the eligible recipient. Such equipment will be physically inventoried and a decal number affixed to each item by the State Board of Education following initial inventory. All such equipment will be physically inventoried by the State Board of Education or by certification of the eligible recipient verifying the physical status and instructional use of such equipment at least once every two years.

b) Purchases of items of instructional equipment having a single item acquisition cost of $300.00 or more which cannot be accounted for will be subject to audit exceptions and recovery of funds by the State Board of Education.

c) Recipients shall maintain such equipment in good condition and shall insure adequate safeguards to prevent damage, loss, or theft. Any damage, loss, or theft of such property shall be investigated and fully documented and a copy of the local police report forwarded to the State Board of Education. The recipient shall be responsible for repair or replacement of equipment damaged, lost, or destroyed due to negligence of the recipient. Items of equipment which are no longer required by a recipient for use in any federally assisted vocational education program may be disposed of only upon prior approval of the State Board of Education in accordance with applicable provisions of federal and state regulations in effect at the time of disposition of such equipment.

d) Instructional equipment purchased for use in one instructional program may be permanently transferred for use in another program upon request to the State Board of Education at the time of inventory or certification.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)