

## SANTA CLARA COUNTY ROP – SOUTH EQUIPMENT PROCEDURES



### SITE:

- All equipment purchased with ROP funds becomes the property of the purchasing LEA and should be inventoried following LEA procedures.
- In September of each year, provide to SCROP a current list of equipment purchased with ROP funds.
- Affix ROP stickers to any equipment purchased with ROP funds.

### SCROP ADMINISTRATION:

- When SCROP receives a request for reimbursement from the LEA, SCROP will make arrangements with the specialist to visit the site. For SCROP records, a digital picture will be taken of the equipment in the classroom.
- SCROP will continue to maintain the inventory for Santa Clara County Office of Education sites – James Boys Ranch, Muriel Wright Center, and the SCROP office.

Questions: Call Nancy Busick (408) 842-0361