

UTICA CITY SCHOOL DISTRICT

Buildings & Grounds / Food Service / Technology & Communications / Transportation

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Michael M. Ferraro

Chief Operations Officer

TO: ALL PRINCIPALS & SYSOPS
SUBJECT: SCHOOL DISTRICT EQUIPMENT
DATE: JANUARY 25, 2023
FROM: MICHAEL M. FERRARO – CHIEF OPERATIONS OFFICER

As a reminder, per the NYS Comptroller's Office the only equipment that can be borrowed from the school district are laptop computers. *No other equipment (other than laptop computers) can leave school district property.*

When brought home, all laptops **MUST** be returned the following day, as per NYS regulation.

A sign-out form is to be used for all laptops leaving the building. The form must be utilized and include the following information:

- Name of borrower with proper signature
- Make, Model and Serial Number of Equipment
- Date equipment was borrowed
- Date equipment returned

It is the responsibility of the *principal* to ensure that all laptops are returned the following day as per NYS Regulation.

If you have any questions please contact me directly.

Thank you.

MMF/tas

cc: Mr. Brian Nolan, Acting Superintendent of Schools