

**West Virginia**  
**Gaining Early Awareness and Readiness for Undergraduate Program**  
**(WV GEAR UP)**  
**Administered by the WV Higher Education Policy Commission**  
**Grantee Policy and Procedure**

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**Title of Policy:** Requirements Governing Classroom Enhancements, Management and Disposition of Classroom Enhancements Purchased with WV GEAR UP Funds

**Policy Implementation Level:** County/School Grantees

**Effective Date:** Revised December 1, 2021

**Oversight Responsibility:** WV GEAR UP Site Coordinators

**Policy Statement:**

This policy outlines uniform standards governing the purchase, management and disposition of classroom enhancements purchased with WV GEAR UP Federal funds to ensure the asset will remain and be utilized within the WV GEAR UP program for the duration of the grant.

For the purpose of this policy and to be consistent with State guidelines, classroom enhancements is defined as an asset that has an individual purchase price of \$1,000 to \$4,999 and a useful life greater than one year. *Effective in FY 2021, the classroom enhancement definition was expanded to include a set of items for the classroom that in total exceeds \$1,000 although individual items may be less than \$1,000. For sets, the \$4,999 cap is not valid and is not considered equipment. An example of a set purchase would be a lab for a classroom setting of net books.*

Note: The Federal government defines equipment at the \$5,000 threshold for individual items (*not a set*).

**Procedure:**

**Purchases**

1. All classroom enhancement purchases greater than \$1,000 must be approved by the Director of WV GEAR UP prior to purchase. Purchase requests are to

be itemized on the original or revised county/school budget for the WV GEAR UP program along with the estimated purchase prices.

*Effective beginning FY 2021, an approved budget or revision that itemizes proposed classroom enhancement purchases will be included in your grant agreement or change order. Only classroom enhancement items (sets) greater than \$1,000 listed and approved on your budget may be purchased.*

2. The WV GEAR UP Administrative Office will supply site coordinators with “Property of WV GEAR UP” tags/stickers to be placed on all individual class enhancements immediately upon receipt.
3. All grantees shall follow their County’s procurement standards when purchasing classroom enhancements with WV GEAR UP funding. In addition, no item may be purchased that exceeds a cost that is reasonable or customary – unless approved by the Director of WV GEAR UP.
4. Classroom enhancements shall remain with the class or classroom for which it was purchased. Classroom enhancements do not follow the student to the next class level.

### **Management**

5. WV GEAR UP Cumulative Classroom Enhancement Schedule shall list all items purchased with WV GEAR UP funds and be maintained by the site coordinator. Only items that had an individual purchase price (*or set price*) of \$1,000 - \$4,999 and a useful life greater than one year should be listed. *Reminder, the \$4,999 cap is not valid for set purchases.* This list shall include the following information:
  - a. Date of acquisition
  - b. Identification (ID) #  
(In the absence of a ID number, use model number or other identification number, etc.)
  - c. Class (Ex. 7<sup>th</sup> grade)
  - d. Classroom enhancement location – room number
  - e. Description of classroom enhancement
  - f. Quantity
  - g. Vendor name
  - h. Grant number
  - i. Total cost
6. The WV GEAR UP Cumulative Classroom Enhancement Schedule for each school is to be submitted by the site coordinator annually to the WV GEAR UP Administrative Office via their assigned Regional Program Director. This cumulative schedule must agree with the items with an individual (set)

purchase price greater than \$1,000 invoiced and paid by the WV GEAR UP program through the duration of the grant. The annual schedule must be completed by January 31<sup>st</sup> of each academic year.

7. A physical inventory of the most recent academic year's classroom enhancements shall be taken by each County Coordinator each spring. The results shall be reconciled and submitted to the WV GEAR UP Administrative Offices no later than May 1<sup>st</sup> of each academic year. Any discrepancies between the quantities determined by the physical inspection and those reflected on the WV GEAR UP Cumulative Classroom Enhancement Schedule must be documented and findings shall be reported to the WV GEAR UP Administrative Offices by May 1<sup>st</sup> of each academic year. Should any classroom enhancements purchased with GEAR UP funds during the academic year reporting period, the County Coordinator must provide a completed copy of its County's disposal form(s).
8. A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the classroom enhancements. Adequate maintenance procedures shall be implemented to keep the classroom enhancements in good condition. Any loss, damage, or theft of classroom enhancements shall be investigated and fully documented annually by the County Coordinator and reported to the WV GEAR UP Administrative Offices.
10. Title to classroom enhancements acquired by the school with WV GEAR UP funds shall vest with the school subject to the conditions of this policy.
  - The school shall use the classroom enhancements and supplies for the WV GEAR UP program and the items must remain in the classroom or for the class for which the items were purchased. At year end, the items will not follow the students to the next grade level but remain in the class for which it was purchased.
  - The school may make the classroom enhancements available for use for similar programs if such use will not interfere with the WV GEAR UP program.