

INVENTORIES

Statement of Purpose

The purpose of this policy is to assign the responsibility for maintaining an inventory of district resources.

Statement of Policy

To serve the functions of conservation and loss control, an inventory will be maintained by the Superintendent of Schools or his/her designee on (1) buildings, (2) vehicles, (3) furniture, (4) equipment, and (5) textbooks, library books, and media software.

Each principal is responsible for maintaining and up-dating the inventories on items 3, 4, and 5 for his/her school.

These inventories will be up-dated and properly recorded in duplicate, semi-annually in December and June. One copy will be filed with the principal and the other copy with the Superintendent of Schools or his/her designee.

Related policy: None

Effective: September 28, 1978

Revised: September 16, 1981

Revised: March 1, 1989

Revised: June 3, 1998

Reaffirmed: October 15, 2008