

INVENTORIES

Inventory of property and equipment shall be taken on an annual basis. The inventory system shall serve the functions of control and conservation.

Responsibility for this shall be with the Superintendent/designee, to whom building principals and supervisors shall be accountable for the maintenance of detailed inventories in their schools.

Inventories must be submitted to the Business Office by June 30 of each year.

Adopted: November 5, 2012