

FISCAL MANAGEMENT

CODE: DID
POLICY

INVENTORIES

A complete record of all equipment, supplies, and materials in all of the district buildings shall be established and updated annually.

The inventory shall consist of all items costing more than \$500.00 or having a life expectancy of five years or more with the exception of equipment permanently fixed in a building, such as lockers.

Responsibility for the inventory system shall rest with the superintendent to whom principals shall be accountable for the maintenance of proper inventories in their schools.

REVISED POLICY

ADOPTION DATE: AUGUST 23, 1989

REVISION DATE: NOVEMBER 8, 1995

REVIEW DATE: JUNE 8, 2016