

INVENTORIES AND REPORTING

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

The business manager, under the administrative supervision of the superintendent, shall be responsible for developing inventory procedures and shall be accountable for the taking and reporting of inventories. Principals shall be responsible for maintenance of proper inventories in their schools and for reporting inventories to the business manager.

Adopted: 1975

Revised: June 6, 2012