

INVENTORIES

The Superintendent and his/her staff shall maintain systems for the continuing inventory of property and equipment to conform with recognized standards for fixed assets accounting, and a system for supply inventory.

These inventory systems shall serve both the functions of control and conservation.

Responsibility for the systems shall lie with the Business Administrator to whom principals shall be accountable for the maintenance of proper inventories in their schools.

ADOPTION DATE: DECEMBER 7, 1993

EFFECTIVE DATE: DECEMBER 7, 1993