

INVENTORIES

The maintenance of accurate records of district-owned furniture, equipment and materials is essential to any well-managed school. The Board, therefore, instructs the administration to maintain an inventory of all periodic instructional materials, textbooks, equipment, furniture and any other moveable items in the district.

School staff shall be responsible for assisting the administration with the inventory.

Inventory procedures shall be developed by the administration.

APPROVED: June 22, 1988

REVISED: March 12, 2009