

INVENTORIES

Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items shall be included in the inventory, with the exception of equipment permanently fixed in a building, such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, identification numbers, location of use of all items, and date of acquisition and original cost whenever possible. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

The inventory system shall be under the supervision of the Superintendent.

Litchfield Board of Education

Policy Adopted: May 10, 1983

Policy Reviewed: October 1, 1998

Policy Revised: September 9, 2009