

BP815

INVENTORIES

The director of schools shall establish an accurate inventory procedure for all schools involving real and personal (e. g., material and equipment) property, and this system shall be implemented at each school facility. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.

Each school shall maintain a complete inventory with a duplicate maintained in the central office.

The director will establish procedures for administrators to follow which meet all federal accountability guidelines, including guidelines for purchasing, inventorying, security and disposition of all equipment purchases with federal funds.

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