

District Assets

A. Initial Inventory Record

1. The business official and Information Services shall set up all inventory records and processes.

B. Responsibility

1. The business official and Information Services shall maintain complete central inventories.
2. Each principal and supervisor shall maintain an inventory of his or her building or department.
3. Inventory information must be reported to the business official and the Director of Information Services on an annual basis by principals and supervisors. Principals and supervisors are responsible for following procedures to assure the maintenance of inventory records.

C. Maintenance of Inventory Records

1. Additions

- a. All new acquisitions of equipment and permanent fixtures purchased by the school district shall be made through the use of authorized purchasing procedures.
- b. The purchasing agent will flag purchase orders that order items which are to be placed on inventory when they are received.
- c. Gifts of equipment to the school district are also to be entered on the inventory record.

2. Deletions

- a. Items may be removed from inventory only in accordance with Board Policy #6900 - Disposal of District Property.

3. Changes

- a. Any change in inventory data is to be communicated to the business official and/or Information Services at once. Lost, stolen or destroyed items are to be reported to the business official and/or Information Services at once, together with a report of pertinent circumstances.