

INVENTORIES

Inventories must be maintained by all personnel of the technology center should it become necessary to file claims arising from fire, theft or storm damage.

A separate furniture and equipment list must be used for each room of the building, listing all items of furniture and equipment that are movable or portable.

Building/site inventories are the responsibility of the superintendent; classroom inventories are the responsibility of the instructors.

Furniture and equipment inventories must be submitted to the superintendent on October 1 of each year.