

INVENTORIES

Equipment

An inventory of equipment shall be maintained in a manner authorized by the state board of education. All items whose current value exceeds \$500 shall be included in the inventory. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Supplies – Warehouse

An inventory of supplies which are warehoused shall be maintained for the instructional, cafeteria, maintenance, and operation departments through a computerized inventory system. A physical inventory shall be taken annually.

Instructional Equipment

An inventory of instructional equipment for each classroom (i.e. globes, maps, stands, small shop tools, etc.) shall be maintained.

The inventory system shall be under the supervision of the Manager of Purchasing or the Superintendent's designee.

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with consolidated application funds

16022-16023 Classification of records

16035 Historical inventory of equipment

UNITED STATES CODE, TITLE 20

2301-2414 Carl D. Perkins Career and Technical Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administrative requirements for grants to state and local governments