LENAPE TECHNICAL SCHOOL

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: March 20, 2008

REVISED: March 17, 2016

	706. PROPERTY RECORDS
1. Purpose	The Joint Operating Committee recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under control of the school.
2. Authority	The Joint Operating Committee directs that a complete inventory, by physical count, of all school-owned equipment, and property records of the school building and grounds, shall be maintained and updated regularly.
3. Delegation of Responsibility	It shall be the responsibility of the Administrative Director or appropriate personnel designated by the Administrative Director to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted at least annually by reference to purchase orders and withdrawal reports. Property records shall be maintained on an ongoing basis. A bar code or similar system shall be used for identifying and tracking the inventory.
4. Guidelines	Major items of equipment shall be subject to annual physical spot check inventory to determine any loss, mislocation or depreciation; any loss shall be reported to the Joint Operating Committee.