

**Board of Trustees
Douglas County School District**

PROPERTY

PROPERTY INVENTORY

The Board is committed to its role of responsible financial stewardship and considers it prudent to establish a policy for the effective management of equipment and property. The Board recognizes that effective management of District property, and full replacement upon loss, requires accurate inventory and accounting records as well as properly maintained controls. The Superintendent shall develop a plan for the accurate accounting of all required inventories.

The Board shall require a complete inventory by physical count of all Fixed Assets, equipment valued at \$500 or more, "Items of Value," Keys, and all grant purchased non-consumable items. An inventory of all above listed items shall be kept whether they are acquired through purchase, grant, gift or loan. A Fixed Assets inventory shall be maintained in the general ledger of the District.

See Administrative Regulation related to this Policy

Reference: NRS 354.625 and N.A.C. 354.750

Date Adopted: 08/12/80
Date Revised: 08/08/2000
Date Revised: 08/16/2016