

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 3440
Adopted: February 24, 2009
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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Inventories

In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory in accordance with law for all technology equipment and band instruments currently valued in excess of \$500 (Ed Code 35168) An inventory will be conducted annually to the extent it is feasible. The following information will be recorded:

1. Name and description of the property
2. Name of titleholder
3. Serial number or other identification number
4. Cost of the property (a reasonable estimate may be used if original cost is unknown)
5. Acquisition date
6. Location of use
7. Any ultimate disposition data including the date and method of disposal and sale price

Each school shall maintain a band instrument inventory. Copies of all district inventories shall be kept at the district office.