

## **Business/Non-Instructional Operations**

### **Inventories**

#### **Equipment**

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items of equipment and furniture whose current value exceeds \$3,000 and computer equipment whose current value exceeds \$500 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. 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.

#### **Lost Equipment**

1. A "report of loss" memo must be filed immediately with the business administrator for any items that are stolen, burned broken, or missing. Items should be reported by name, district inventory number, and manufacturer's serial number if possible. If a law enforcement officer has been called, his/her name, badge number, and report number must be recorded on this memo.
2. If the items are later recovered, a corrected memo is to be sent to the business administrator.
3. In all cases, it should be noted clearly of what inventory changes should be made.
4. The Director of Business shall process all insurance claims, if applicable.

The inventory system shall be under the supervision of the Superintendent or designee.