

Bartlett City Board of Education		2013
Descriptor Term: INVENTORIES	Descriptor Code: Fiscal Management	Issue Date: 06/25/2015
	Rescinds:	Revised:

- 1 The Superintendent shall establish an accurate inventory system for all school real and personal
- 2 (e.g., material and equipment) property, and these procedures shall be implemented at each
- 3 District facility. Administrative personnel shall ensure that a physical count of all such property is
- 4 taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate
- 5 records for accounting purposes.¹
- 6 For equipment procured with federal funds, the Superintendent shall establish procedures that
- 7 meet all federal requirements, including guidelines for the purchasing, inventorying, security, and
- 8 disposition of all equipment.²
- 9 Each school shall maintain a complete inventory with a duplicate maintained in the Central Office.

¹ Tennessee Internal School Uniform Accounting Policy Manual; Section 4-23; Section 4-25

² EDGAR 34 Subtitle A Part 80.32