

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Inventories

The Business office shall:

1. Establish procedures for recording, checking and disposing of property and require cooperation of custodians of equipment relative to these procedures in the interest of perpetuating an acceptable property record system.
2. Designate custodians for property at given locations to be accountable for property at these locations.
3. Require accountability of property by the designated custodians.
4. Conduct periodic inventories of property assigned to custodians and compare these inventories with the property records. All discrepancies will be traced and reconciled.

Principals and department heads are responsible for inventories of items not recorded in property records. This includes supplies and small items of equipment, such as staplers, pencil sharpeners, waste baskets and other items not attached to the building.

*Legal Reference:*

*EDUCATION CODE*

*35168 Inventory of equipment*

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