

**Instruction  
Inventories**

An annual inventory shall be kept of the Lakeland Virtual Academy capital equipment, supplies, small tools, and consumable materials.

**Guidelines**

1. A video inventory record in addition to the written inventory is encouraged.
2. A copy of the inventory shall be maintained in more than one physical location.

**Legal Reference:**

[I.C. § 33-512](#) Governance of schools

**Policy History:**

Adopted on: August 15, 2011

Lakeland Joint School District 272 | Policy No. 2910

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