File: DID

ANNUAL INVENTORY

Inventories are taken for a number of reasons: to make sure that school property is being used for the purposes for which it was purchased; to protect school property from theft and damage; to assess the operational condition and efficiency of school equipment; to establish a maintenance and repair schedule; to determine the specific amounts of supplies which need to be purchased for the near future; and to create (for insurance purposes) a current record of the value of school property in the case of fire loss, other damage, or theft.

There shall be an annual inventory of all equipment, furniture, and supplies which are under the responsibility and jurisdiction of the School Committee.

The annual inventory shall be taken under the general supervision of the Superintendent and shall be under the direct supervision of the business manager with other professional and non-instructional employees cooperating as directed.

The procedures for taking and valuing the annual inventory shall be established in consultation with insurers.

The Superintendent will provide the School Committee with the important details of the inventory program. A complete inventory report shall be provided to the town administrator.