

INVENTORIES

The district will maintain a property inventory which lists all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and major items of equipment. The inventory shall also include all significant items of computer technology. The district's inventory will be updated as necessary to include property and equipment newly purchased or disposed.

Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company or insurance loss control specialists to assist with the inventory procedure.

Approved _____ Reviewed _____ Revised _____