

INVENTORIES

The Superintendent and his/her staff shall be responsible for establishing a system of accountability for materials and equipment in all schools. This system shall include an annual inventory and evaluation of school property to the central office.

Each school shall maintain a current itemized list of all property and equipment, excluding office supplies, purchased or otherwise obtained on or after January 1, 1975, for which such school is accountable. The Superintendent or designee shall maintain such a list of property and equipment purchased and not otherwise distributed to the various schools.

The list shall include information as to the date of purchase, the initial cost, and the disposition, if any, and the purpose of such disposition and the recipient of the property or equipment disposed of. Where ascertaining the cost, exact selling price, or any other relevant information on property or equipment obtained prior to January 1, 1980, creates a hardship, estimates may be provided.

An inventory audit shall be made annually and an evaluation of school property shall be made at each school at the end of each school year. Such inventories and evaluations shall be as comprehensive as deemed necessary to assure that all fixed assets are properly accounted for as required by law.

TEXTBOOK INVENTORIES

A running, up-to-date inventory of textbooks shall be kept by each school. This inventory shall include books lost, destroyed, or paid for by students.

All books issued to a particular school must be accounted for in an Annual Textbook Report. All lost or damaged books must be paid for by the student to which the books have been assigned. Money received by a principal for lost or damaged books must be recorded and turned into the Central Office.