

INVENTORIES

The maintenance of accurate records of District-owned furniture, equipment and materials is essential to any well-managed school. The Board of Education, therefore, instructs the administration to maintain an annual inventory of instructional materials, textbooks, equipment, furniture and any other moveable items in the District.

School staff shall be responsible for assisting the administration with the inventory. Inventory procedures shall be developed by the administration. Inventory reports shall be submitted to the Director responsible for Business Services.

LEGAL REF.: Sections 120.12(8) Wisconsin Statutes
120.44(2)

APPROVED: February 10, 1998
March 24, 2003