

POLICY 2140

Inventory

- A. A complete and accurate inventory is necessary for district financial accounting, planning and budgeting, purchasing, maintenance, insurance, records, etc. The District has substantial financial investment in capital assets, and without a physical inventory record, reimbursement for loss due to theft, fire, or natural disaster would be impossible.
- B. A complete physical inventory of all capital assets shall be conducted annually. This inventory shall include those assets mentioned on the district fixed assets records and those maintained on school records. Principals shall be responsible to inventory items not maintained on the district inventory that have a high risk of theft or destruction.
- C. The business administrator has supervisory responsibility for all inventory. The school principal is responsible for maintaining an up-to-date, accurate inventory.
 1. The business administrator may delegate the responsibility for inventory of district assets, not assigned to a school, as follows:
 - Vehicles/Transportation - Supervisor of Transportation
 - District Maintenance Equipment/Real Property Buildings – Director of Facilities
 - District Office Equipment/Furniture - Fixed Asset Clerk
 - School Lunch Equipment – School Lunch Supervisor
 2. Each school will be responsible for maintaining an inventory and checkout system for equipment circulated to staff, students, etc. Schools must use a standard district system approved by the business administrator.