

Business/Non-Instructional Operations

Inventories

An inventory of equipment shall be maintained. All equipment over \$1,000 must be maintained locally in an inventory system.

The exception is equipment permanently fixed in a building. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location and use of all items, if information is available. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Instructional Equipment

An annual inventory of instructional equipment for each school shall be maintained.

The inventory system shall be under the supervision of the Superintendent or his/her designee.

(cf. 3260 - Disposal of Obsolete or Surplus Equipment/Materials)

Policy adopted: March 18, 2004
Policy revised: September 19, 2019

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut