

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
 Therefore, all printed versions of this document are unofficial copies.

## INVENTORIES

In order to facilitate the control, protection, insurability, and accountability of school system property, a centralized inventory management system will be established and maintained for all locations by the Business Affairs Department.

<b>Associated Documents:</b>	<a href="#">BUS-A003</a> Student Fees, Fines and Charges <a href="#">INS-A013</a> Distribution and Care of Library Books and Other Materials and Equipment <a href="#">ISA-A002</a> Fundraising Policy <a href="#">INV-P001</a> Property Inventory Control <a href="#">INV-P002</a> Surplus Property <a href="#">ISA-P006</a> Crowdfunding (Online) Fundraising Procedure <a href="#">INV-G001</a> Inventory Guidelines
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### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/03/04		Initial Release
1/24/05	A	Establishing capitalization threshold for improvements.
4/28/05	B	Add Attachment A
8/28/06	C	Update equipment list, Clarify Accountability
11/29/10	D	Added Athletic Equipment – 10 years; and Machinery and Tools – 15 years to the schedule of estimated useful lives on page 2. Added last two sentences to 2 <sup>nd</sup> paragraph under Accountability, page 2. Revised Sensitive Equipment List (Attachment A).
2/6/12	E	Added 'iPads' to Attachment A and attached it to the policy. Updated the logo.
10/28/13	F	Control – added items purchased with federal funds with an acquisition of at least \$100, method of acquisition (i.e. donation or gift), within five days of transfer; removed temporary transfer paragraph, permanent. Capitalization – Add Instructional kits greater than \$5,000 Accountability – Edit the shortages or damage paragraphs, Edit to employees are financially responsible paragraph; responsibility of Principal/Department Head to notify BA; The facility can then verify that changes...; removed last paragraph upon receipt of the report.... Attachment A – Remove "All" on #4; Add Kitchen Equipment
6/30/14	G	Attachment A – Added #8: Relative Service Equipment
2/1/16	H	Attachment A – Added trailers, ATVs and tablets.
4/18/16	I	Attachment A – Removed #5, LCD projectors
8/29/16	J	Added paragraph regarding donations. Updated associated documents. Removed procedural information and created Inventory Guidelines (INV-G001), including Attachment A, Sensitive Equipment List.
3/5/19		Updated hyperlinks. Not a revision.

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