

**CODE: DID**

**INVENTORIES**

---

Inventory of property and equipment shall be taken on an annual basis. The inventory system shall serve the functions of control and conservation.

Responsibility for this shall be with the Superintendent/designee, to whom building principals and supervisors shall be accountable for the maintenance of proper inventories in their schools.

---

Adopted: July 5, 1994

Reviewed PC: May 24, 2011