

To serve the functions of conservation and control, a running inventory of fixed assets which exceed \$2,500 in purchase price will be maintained by the Business Office.

Individual schools will maintain inventories of durable goods. Changes in durable goods inventory will be maintained on an ongoing basis and shared with the Business Office. Inventories shall be reviewed periodically for accuracy. Discrepancies shall be investigated.

Revision History:

Date Adopted: December 16, 2019

Revision Dates:

Last Review Date: