

INVENTORIES

As steward of this district's school property, the Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend upon an accurate inventory and properly maintained property records.

The Board shall conduct a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is non-consumable, costs at least \$500.00 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The School Business Administrator/Board Secretary shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The School Business Administrator/Board Secretary shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

The board shall determine when it is necessary to hire an outside service to assist in appraisal.

Date:

First Adoption: June 13, 2001

Review Date: January 18, 2009

Revision and Adoption: February 26, 2009

Review Date: December 19, 2010 – No Changes

Legal References:

N.J.S.A. 18A:11-2 Power to sue and be sued; reports; census of school children

Possible

Cross References: 3530 Insurance management

3570 District records and reports

Key Words

Inventory, District Records and Reports