



Policy 6450
INVENTORIES

Adopted: 1998-02-10	Reviewed:	Amended: 2014-05-06 2020-10-20
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POLICY

SUBJECT: **INVENTORIES**

The Board believes in the value and importance of keeping accurate record-keeping of the School District's assets. Therefore, the Board of Education requires that administrative personnel take an inventory in excel format of all school equipment, at least once each year, and the principal will forward the inventory to the Board Office by June 30th of each year. All serial, or identifying numbers of equipment, will be included in the inventory.