Business/Non-Instructional Operations

Inventories

Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education and consistent with any recommendations of Town auditors. All items whose current value exceeds $500 shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Unless otherwise required by the State Board of Education, the Superintendent or his or her designee shall conduct a physical inventory every seven years.

The inventory system shall be under the supervision of the Superintendent or designee.

Legal Reference: Connecticut General Statutes

7-392 Making of audits and filing of statements

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy reviewed: February 25, 2014
Policy revised: June 7, 2022

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut