**DID**

# FIXED ASSETS

To serve the functions of conservation and control, a running inventory will be maintained by the principal on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his or her shop, laboratory, or classroom.

These inventories will be brought up to date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

First Reading: January 8, 2002

Second Reading: January 22, 2002

Adopted: January 22, 2002

First Reading: September 26, 2018

Second Reading: October 10, 2018

Revised: October 10, 2018