

Inventories

Section 1. General. A complete system of all assets over \$100 value and fixed assets over \$5,000 value will be established and updated annually. The superintendent is authorized to develop appropriate procedures to support this Policy.

Section 2. Procedure. Every two (2) years a printout of the assets and fixed assets for each cost center will be provided by the Business Office to each unit manager.

1. The unit manager at each cost center will review, update, and return the printout to the Business Office, indicating necessary deletions/additions.
2. An inventory of audio-visual equipment will be prepared and distributed by the Executive Director of Technology, or his designee.
3. An inventory of computer equipment will be prepared and distributed by the Executive Director of Technology or his designee.
4. The Financial Assistant will maintain the records of all assets and will provide the required Form 369 for State Board of Accounts audits.