

POLICY

BOARD OF EDUCATION DENVER PUBLIC SCHOOLS

PROPERTY
7450/Page 1 of 1
Property Inventory

7450 PROPERTY INVENTORY

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 every five years.

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, and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Business Administrator/Board Secretary to insure 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.

The 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.

N.J.A.C. 6:20-2.4; 6:20-2.6

Adopted: 26 February 1996

