

NON-INSTRUCTIONAL: Purchasing Services

Inventories

1. FIXED ASSETS

AN INVENTORY OF ALL FIXED ASSETS (EQUIPMENT ITEMS WITH AN ORIGINAL PURCHASE PRICE OF OVER \$5,000) SHALL BE MAINTAINED IN THE ACCOUNTING OFFICE.

2. MATERIALS, SUPPLIES, AND PARTS – WAREHOUSES AND OFFICES

INVENTORIES OF SELECTED MATERIALS, SUPPLIES AND PARTS, ARE MAINTAINED IN VARIOUS LOCATIONS. THE ITEMS INVENTORIED MAY INCLUDE INSTRUCTIONAL MATERIALS, FOOD, CUSTODIAL SUPPLIES, PARTS, GROUNDS AND OPERATIONS SUPPLIES, AND COMPUTERS.

3. OTHER EQUIPMENT

AN INVENTORY OF SELECTED INSTRUCTIONAL AND OTHER EQUIPMENT SHALL BE MAINTAINED IN VARIOUS LOCATIONS.

4. LIBRARY COLLECTIONS

AN INVENTORY OF SCHOOL LIBRARY COLLECTIONS (BOOKS AND ALL INSTRUCTIONAL MEDIA) SHALL BE MAINTAINED BY THE OFFICE OF LIBRARY INFORMATION SERVICES.

5. OTHER MATERIALS

SELECTED INSTRUCTIONAL MATERIALS AND ADMINISTRATIVE SUPPLIES AND PRINTED MATERIALS MAY BE MAINTAINED BY OFFICES.

6. VEHICLES

AN INVENTORY OF VEHICLES SHALL BE MAINTAINED BY THE OFFICE OF TRANSPORTATION.

7. The SUPERINTENDENT [Associate Superintendent, Division of Business and Finance] shall:
  - [1]A. Establish procedures for recording, checking, and disposing of APPLICABLE property
  - B. ENCOURAGE THE USE OF TECHNOLOGICAL SOLUTIONS AND ESTABLISHED CONTROL SYSTEMS.
  - [2. Designate custodians for property at given locations to be accountable for property at these locations
  3. Require accountability of property by the designated custodian
  4. Conduct periodic inventories of property assigned to custodians and compare these inventories with the property record. All discrepancies will be traced and reconciled.]

[Principals and department heads are responsible for preparing periodic inventory of all supplies and equipment not attached to the building.]

RULE 3220

Rule

Approved: 9/18/68

REVISED:

Superintendent of Schools