

**DID****Inventories**

The school district shall maintain a system for the inventory of items costing more than \$5,000.00 with the exception of equipment permanently fixed in the building such as heaters or lockers. Additionally, the school district shall maintain all inventories or schedules required by district insurance carriers as conditions of coverage.

Inventories of all school and classroom equipment, furnishings, and non-consumable materials shall be updated annually and maintained.

These inventories shall serve both the functions of control and conservation.

Responsibility for the inventory system shall lie with the superintendent, to whom the principal(s) and support staff supervisor(s) shall be accountable for the maintenance of proper inventories in their areas.

LEGAL REF: C.R.S. 29-1-506(2)

ADOPTED: February 8, 1989

REVISED: December 8, 1999

REVIEWED: February 14, 2008