

Policy 0802-40

Inventory Control

An inventory of all equipment, textbooks and library/reference books in the classrooms shall be made annually by the teacher. An inventory of all equipment, textbooks, and library/reference books in the school shall be compiled annually by the principal. Such inventory reports shall be stored in a fireproof vault and one copy shall be filed off site.

A physical inventory of all warehoused instructional and custodial supplies will be conducted at the end of each quarter. The physical inventory will be compared to the general ledger totals; any significant difference will be reviewed and corrected.
