

Business and Noninstructional Operations

Inventories

In order to provide for the proper control and conservation of District property, the Superintendent or designee shall maintain an inventory of equipment items whose current market value generally exceeds five hundred dollars (\$500) or the amount otherwise prescribed by the funding source.

Inventory records shall include:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source.
5. Location.

Legal References: Education Code, Section 35168
Code of Regulations, Title 5: 3946; 16023; 16035
United States Code, Title 20: 2301-2471
Code of Federal Regulations, Title 34: 80.1-80.52

Policy Adopted: 2/2/93

Policy Amended: 7/19/94; 2/4/03