

Inventories

Each building principal shall cause an inventory to be maintained in his or her office of all building equipment with an original purchase value of %50.00 or more. This inventory shall be updated annually during the month of June and shall identify the following for each piece of equipment listed:

1. Title/name of the piece of equipment
2. Purpose
3. Location
4. Condition
5. Original purchase price

Approved: December 14, 1994

Revised: December, 2005