

AP 600.1: School Inventories

1. All School District facilities shall provide an annual inventory of all furniture and equipment, including serial numbers, where applicable, in June of each year.
2. The inventory shall be recorded by room or area in each facility.
3. Any equipment on loan to the facility should be identified on a separate list so appropriate insurance coverage can be arranged.
4. One (1) copy of the inventory shall be submitted to the Board Office prior to the end of June each year.