Burlington School District Policy

E 11: INVENTORY

Former Policy DID

An accurate inventory of School Department assets will be kept in order to provide the data necessary for making prudent financial decisions and serve the functions of conservation and control. The Superintendent or his/her designee is assigned the responsibility for developing procedures for preparing and annually updating such inventory. Assets to be inventoried by all charge stations include items purchased under the following budget object codes:

- 600 - Supplies - Non-consumable only
- 640 - Books & Periodicals
- 660 - Manipulative Devices
- 730 - Equipment
- 733 - Furniture

January 11, 1983 Policy adopted
October 28, 1986 Policy reviewed
December 13, 1989 Policy reviewed
August 13, 1996 Policy reviewed
October 8, 1998 Policy reviewed
September 3, 2002 Policy reviewed