

File: DIC

FIXED ASSETS

The Superintendent or his designee shall be responsible for establishing a system of accountability for materials and equipment in all schools.

This system shall include an annual inventory and evaluation of school property to be made at each school during each school year with additions, deletions or changes submitted to the Central Office by the respective principal or administrator.

Current practice codified 1975

Adopted: Date of manual adoption

Revised: 12/2/98

Revised: 9/5/01