

## **FIXED ASSETS**

To serve the functions of conservation and control, a running inventory will be maintained by the principal on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his or her shop, laboratory, or classroom.

These inventories will be brought up to date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

First Reading:	January 8, 2002
Second Reading:	January 22, 2002
Adopted:	January 22, 2002
First Reading:	September 26, 2018
Second Reading:	October 10, 2018
Revised:	October 10, 2018