



# Policy of the Board of Trustees

**D Series**

**DID**

## **FIXED ASSETS (Inventories)**

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Principal. This inventory will include furniture and administrative equipment in the Principal and Administrative Assistant's offices

The inventory 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 Principal.

*1st Reading: October 20, 2011*

*2nd Reading: December 15, 2011*

*Adoption: January 24, 2012*

*Proposed Reconsideration: January 2016*