



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/Superintendent. This inventory will include furniture and administrative equipment in the Principal/Superintendent 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/Superintendent.

*1st Reading: October 20, 2011
2nd Reading: December 15, 2011
Adoption: January 24, 2012
Reviewed & Accepted: January 18, 2024*