

## INVENTORIES

In accordance with “The Uniform System of Accounts for School Districts” and the recommendations of the State Comptroller’s Office, an inventory of fixed assets and other equipment and property valuing over \$5,000 of the district shall be maintained by the business office with the cooperation of all building and department administrators. Additionally, all highly desirable items that are electronic in nature, to include digital and film cameras, video recorders and players, cellular telephones, communications equipment, computer equipment, and associated peripheral equipment, portable audio systems and accessories, and personal communications devices, may be inventoried at the discretion of the Business Office regardless of cost.

The business office shall develop and maintain a system of internal controls for all fixed assets and other inventoried district property, including a property register which shall be updated on an ongoing basis. The business office may use the assistance of outside advisors and appraisers in carrying out this responsibility.

Ref: Uniform System of Accounts for School Districts – Fiscal Section

Effective Date: November 4, 2014