

INVENTORIES

The School Committee recognizes that in order for the schools to be managed efficiently and to serve the functions of conservation and control, it is necessary to maintain a complete inventory of all equipment. Any equipment that is acquired or disposed of must be reported to the Superintendent's office on the appropriate form to include serial number, model number, and other pertinent information for insurance reporting.

The school name should be engraved or somehow be permanently attached to the equipment.

Adopted: March 5, 1975

Revised: 1988