

## **Business Procedures and Non-Instructional Series**

700 Series

### INVENTORY Code No. 708.5

An annual inventory of all furniture and other equipment shall be maintained under the supervision of the superintendent of schools. All items of equipment that are not consumable shall be included in the annual inventory.

A perpetual inventory shall be maintained for all items that are consumable.

Cross Reference: Inventory

Adopted: 04/13/1987

Reviewed: 02/22/2021