

**DIC     INVENTORIES**

**DIC**

An accounting will be made annually for all property, real and personal owned by the district.

**APPROVED: August 6, 1973**

**REVIEWED: May 8, 2000**

**REVIEWED AND APPROVED: December 12, 2011**

**DIC-R   INVENTORIES**

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For the purposes of accountability of school-owned property, an inventory record system shall be developed by the superintendent. All inventory records shall be updated annually showing deletions and additions of district-owned property, the estimated value, estimated original cost, date of purchase, serial numbers (where available) and location and condition of each piece of property.

Each building principal has the responsibility of taking an inventory of district-owned property in all buildings under his/her supervision. The superintendent shall provide a computerized inventory program for district owned property. One copy of each inventory taken in an attendance center will be filed by the custodian of records in that building, and one copy shall be filed in the central office with the clerk of the board.

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**AMENDED: May 8, 2000**

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