

## INVENTORIES

The district will maintain a complete property inventory which lists all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$500.00. The inventory shall also include all district supplies with a value greater than \$500.00. The district's inventory will be updated as needed to include property newly purchased or disposed.

Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

Approved: 01/16/2011 Last Reviewed: 03/19/2018 Revised: \_\_\_\_\_