

## Policy Information

### Series 4000 - Non-Instructional/Business Operation

#### Inventory

Policy # 4430, 4.3

## POLICY

2020

4430

Non-Instructional/Business  
Operations

### SUBJECT: INVENTORY

It is the policy of the Board to conform to the requirements of the Capital Assets Preservation Plan (CAPP), maintaining a complete and annually updated inventory of all fixed assets. The inventory shall include date of acquisition, historical cost, and replacement values. The purpose of the inventory is to meet requirements of insurance carriers and the accounting needs outlined by the Department of Audit and Control. Any item having an estimated life of one year or more and a value of \$1,000 or more is to be included in this inventory.

Board Approved

2/2/94

7/18/95

8/15/95

3/18/2020

Adoption Date: 2/2/1994, Revised: 7/18/1995; 8/15/1995  
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