

683 INVENTORIES

An inventory of all district-owned furniture, equipment and materials shall be maintained and updated annually under the direction of the director of business services. School district staff shall be responsible for assisting with the annual inventory.

The director of business services shall develop inventory procedures. The director of business services may direct staff to take a physical inventory from time to time.

CROSS REF.: WREA Agreement

APPROVED: January 14, 2002