

DID

INVENTORIES

To serve the functions of conservation and control, a running inventory will be maintained by the Superintendent's office on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his or her shop, laboratory or classroom.

These inventories will be brought up to date by the end of the school year.

Adopted by the Bartlett School Board – October 5, 1982