

FIXED ASSETS (INVENTORIES)

Category R

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books. Any item over \$500 will require a fixed asset tag.

The Principal will designate the person responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom.

These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.

Adopted by the Jackson School Board – May 17, 2021

Revision Adopted by the Jackson School Board – November 15, 2021