

Series 3000

3440

Business and Non-Instructional Operations

Inventories

Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds \$200 shall be included in the inventory, with the exception of equipment permanently fixed in the building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Instructional Equipment

An annual inventory of instructional equipment for each classroom (ie. globes, maps, stands, etc.) shall be maintained.

Property/Equipment/Supplies

All property, equipment and supplies that are purchased with IDEA funds, including equipment supplied to students with disabilities attending private schools at parental expense:

1. Labeled to include Eastford School District, grant funding source and year;
2. Clearly marked to indicate that all property, equipment, supplies are for assistive technology, instructional or educational use and shall be inventoried in Accordance with Federal Guidelines.
3. Identified on Purchase Orders that indicate the source of funds;
4. Labeled and inventoried as required if item has an acquisition cost equal to or greater than \$5,000 per unit and a useful life of more than one year. Items with a value less than \$5,000 per unit and a useful life of more than one year will be labeled with grant funding source and budget code.

The inventory system shall be under the supervision of the Superintendent or designee.

(cf. 3260 Sales and Disposal of Obsolete Books, Equipment, and Supplies)

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings.

10-220 Duties of boards of education.

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Revised: 8/14/14

Eastford Board of Education