

TOWNSHIP OF UNION BOARD OF EDUCATION
Union, New Jersey

FILE CODE: 3440

 X Monitored

 Mandated

 X Other Reasons

Policy

INVENTORIES

Each administrator, supervisor and head custodian shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents, and their value for his/her building or area of responsibility, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies. Loss of any portable capital equipment of \$1000.00 unit value or more shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the board.

The board shall determine when it is necessary to hire an outside service to assist in appraisal.

Adopted: June 1999
NJSBA Review/Update:
Readopted: March 2012

Key Words

Inventory, District Records and Reports

Legal Reference: N.J.S.A. 18A:11-2 Power to sue and be sued; reports; census of school children
 N.J.A.C. 6A:23A-22.14 Standard operating procedures for business

Possible

Cross References: 3530 Insurance management
 *3570 District records and reports

*Indicates policy is included in the Critical Policy Reference Manual.