

## **Section E      Support Services**

### **EDB              Maintenance and Control of Materials and Equipment Management Requirements**

Procedure for managing equipment (including replacement equipment) whether acquired through grants, gifts, or purchased by the school will meet the following requirements:

1. Property records must be maintained that include a description of the property, a serial number or other identification, title, acquisition date and cost of property.
2. A physical inventory of property must be taken and the results reconciled with the property records once every year.
3. A control system must be developed to keep the property in good condition.

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Adopted: 5/27/98

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Revised: \_\_\_\_\_