

**Burlington School District Policy  
E 11: INVENTORY**

**Former Policy DID**

An accurate inventory of School Department assets will be kept in order to provide the data necessary for making prudent financial decisions and serve the functions of conservation and control. The Superintendent or his/her designee is assigned the responsibility for developing procedures for preparing and annually updating such inventory. Assets to be inventoried by all charge stations include items purchased under the following budget object codes:

- 600 - Supplies - Non-consumable only
- 640 - Books & Periodicals
- 660 - Manipulative Devices
- 730 - Equipment
- 733 - Furniture

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October 8, 1998	Policy reviewed
September 3, 2002	Policy reviewed