

INVENTORY PROCEDURES

During the first quarter of each school year, each school and designated departments shall conduct an inventory. The inventory shall include the following:

- Textbooks - This inventory shall be an ongoing record of textbooks issued to students. It shall be submitted to the principal at the end of each school year as a record of textbooks returned versus textbooks lost.
- Library books
- Audio-visual equipment
- Computers and peripherals
- Music equipment
- Custodial and maintenance equipment
- Food service equipment
- Classroom and office equipment and supplies. This inventory shall be conducted in a manner that will allow a determination of the replacement cost of insured materials. Each principal shall ensure that a video recording of each classroom and office is made during the first quarter of each school year. The video recording shall include an indication of the school and room and all equipment contents. The video recording shall capture a general overview of other classroom or office contents. It shall be important to note items that cannot be viewed on the video tape such as calculators, microscopes, balances, etc. It shall be sufficient to videotape a list of those items written on the whiteboard / chalkboard.

Inventories shall be maintained either in a fireproof file, as a backed up electronic file, or in a duplicate version at an off-site location.

Cross Reference: Westbrook School Department policy DID (Inventories)

Adopted: January 24, 2007