

**INVENTORIES  
(REGULATION)**

Inventories must be maintained by all personnel of the Colcord Public School System should it become necessary to file claims arising from fire, theft, or storm damage.

A separate furniture and equipment list must be used for each room of the building listing all items of furniture and equipment that are movable or portable.

A furniture and equipment inventory book is provided by the administration office for the purpose of recording all pertinent data. Exact instructions are listed in this book.

Building inventories are the responsibility of the principals. Classroom inventories are the responsibility of the teachers.

Inventory of furniture and nonconsumable equipment is a responsibility of the building principal. Furniture and equipment inventories must be submitted to the building principal on the beginning and end of each school year. Copies of all inventories will be stored away from the specific location.