

## **Business and Noninstructional Operations: Inventories**

In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All items currently valued in excess of \$500 (Education Code 35168)
2. All items purchased with federal funds that have a useful life of more than one year with an acquisition cost per unit of \$5,000 or more

The Superintendent or designee shall maintain an inventory of all property. The following information must be recorded: (Education Code 35168)

1. Name and description of the property
2. Name of titleholder
3. Serial number or other identification number
4. Cost of the property (a reasonable estimate may be used if original cost is unknown)
5. Acquisition date
6. Location of use
7. Any ultimate disposition data including the date and method of disposal and sale price

Note: The following information must also be recorded for items acquired with federal funds, as defined above.

1. Source of the property (funding source)
2. Use and condition of property
3. Percentage of federal participation in the cost of the property

At least once every two years, a physical inventory shall be conducted and the results reconciled with the property records.

Each school shall maintain a copy of its inventory and provide a copy of this inventory to the district office. Copies of all district inventories shall be kept at the district office.

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### LEGAL REFERENCES:

Education Code

35168 Inventory of equipment

Code of Regulations, Title V

3946 Control, safeguards, disposal of equipment purchased  
with state and federal consolidated application funds

16023 Class 1 - Permanent records

16035 Historical inventory of equipment

United States Code, Title 20

2301-2471 Carl D. Perkins Vocational Education Act

Code of Federal Regulations, Title 34

80.1-80.52 Uniform administration requirements for grants to state  
and local governments

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