

POLICY

BOARD OF EDUCATION FRANKLIN BOROUGH

PROPERTY
7450/Page 1 of 1
Property Records and Inventory
Feb 76

As steward of this district's school property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall conduct a complete inventory by physical count of all district-owned supplied and equipment every six (6) years. Such inventories shall be systematically and accurately recorded. Property records of capital equipment shall be updated and adjusted annually be reference to purchase orders and withdrawal reports. Property records of consumable supplies shall be maintained on a continuous inventory basis.

Reference: 18A:11-2b; NJAC 6:20-2.1, 6:20-2.4

Date Adopted: 2/16/76