

INVENTORIES AND PROPERTY MANAGEMENT

7.64

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the Henry County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the Henry County Board of Education shall be listed.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for inventories of properties not listed in section I above, such as library books, films and tapes, CDs, DVDs, electronic media, software and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.
- V. The Superintendent shall prescribe the procedures for the accountability of property.
- VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become Henry County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in Henry County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.

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- VIII. The Superintendent shall report to the Henry County Board of Education any property that has been lost or stolen if recovery is not made by the next regular Board meeting after the discovery of the loss or theft. Such report shall include a recommendation for inactivation of the property record and information concerning possible personal liability which may be appropriate as the circumstance may indicate.

REFERENCES:

**CODE OF ALABAMA
16-1-2, 16-8-9**

HISTORY:

**ADOPTED: OCTOBER 11, 2007
REVISED: JULY 18, 2013; _____
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