

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3440

Business and Noninstructional Operations

Inventories

Each site administrator or designee shall maintain an inventory of all equipment. The following information must be recorded:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source (grant source and grant title).
5. Current location.
6. Date on which inventory information was verified.

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use.

All equipment purchased with federal funds or nonfederal matching funds shall be labeled with the District's name and an equipment or inventory control number.

The date and mode of disposal of all equipment removed from the inventory shall also be recorded.

The District shall secure State Department of Education approval before removing vocational education equipment.

Copies of the inventory shall be kept at the District office and school site.

A physical inventory shall be conducted annually.

Approved: 8-98

Santa Ana, CA