## SERIES 600 FISCAL MANAGEMENT

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## **INVENTORIES**

It shall be the responsibility of the administration to maintain an annual inventory of all instructional materials, textbooks, equipment and furniture in the district.

Inventory procedures shall be developed by the administration. The inventory shall be audited annually as a part of the school district financial audit.

Cross Reference: 684, Audits

Date of Adoption: November 20, 1996

Date of Revision: February 15, 2006