

MANCHESTER CITY SCHOOLS

Policy Manual

Descriptor Code: 2.702 Inventories
Issued Date: 12/15/10
Rescinds: 2.702 Inventories
Rescind Date: 08/14/07
Review Month: September/October

Equipment is defined as all items (machinery, implements, tools, furniture, livestock, vehicles, and other apparatus) with a unit cost of \$5,000 or more and a minimum useful life expectancy of one year or more. Freight charges and installation costs shall be included in the cost.

Sensitive minor equipment is defined as item purchased with a cost between \$100.00 and \$5,000.00. It includes sensitive items such as computers, external computer peripherals, weapons, electronics, cameras, and other items as determined by the board.

GENERAL

The director of schools shall establish an accurate inventory procedure for all school real and personal (e.g., material and equipment) property, and this system shall be implemented at each school facility.

Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.¹

Each school shall maintain a complete inventory with a duplicate maintained in the administrative building.

EQUIPMENT PROCURED WITH FEDERAL DOLLARS

The director shall establish procedures for administrators to follow which meet all federal accountability guidelines, including guidelines for the purchasing, inventorying, security and disposition of all equipment purchased with federal funds.²

Legal References:

1. [TISUAPM Section 4 Title 2](#)
2. [EDGAR Sec. 80.32](#)

Cross References

- [2.403 School District Property Disposal Procedure](#)
- [3.205 Security](#)
- [3.300 Equipment and Supplies Management](#)