

**Policy**

INVENTORIES

The Egg Harbor City Board of Education recognizes that the efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained property records.

Equipment is defined as a unit of furniture or furnishings, instruments, machines, apparatus, articles, etc. that retains its shape and appearance with use, is not consumable, has a purchase value of not less than \$2,000.00 as a single unit, and does not lose its identity when incorporated into a more complex unit. Loss of any portable capital equipment of \$500 unit value or more shall be reported to the board. Consumable supplies shall be maintained on a continuous inventory basis.

The school business administrator shall ensure that a fixed asset inventory is systematically conducted and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, location, and depreciation. Equipment will be assigned a reasonable life expectancy, ranging from 5 to 20 years, at the business administrator's discretion, depending on the type of equipment. any major loss shall be reported to the board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The school business administrator shall maintain a system of property records that show, as appropriate, description, manufacturer, year of purchase, initial cost, location, condition, current evaluation in conformity with insurance requirements, and depreciation. The inventory shall be updated to reflect new equipment and shall be verified in a cycle to coincide with the reissuance of insurance policies.

Major discrepancies in inventories which are not resolved by proper accounting procedures shall be reported to the board.

The board shall determine when it is necessary to hire an outside service to assist in appraisal.

Adopted: August 11, 2004  
Revised: November 9, 2011  
NJSBA Review/Update: May 2015  
Readopted: August 12, 2015

Key Words

Inventory, District Records and Reports

**Legal Reference:** N.J.S.A. 18A:11-2      Power to sue and be sued; reports; census of school children  
N.J.A.C. 6A:23A-22.14      Standard operating procedures for business

**Possible**

**Cross References:** 3530 Insurance management  
\*3570 District records and reports

\*Indicates policy is included in the Critical Policy Reference Manual.