

## **Business and Non-Instructional Operations**

### **Inventories**

The Orange Superintendent of Schools shall develop a system for the inventory of school district equipment with a current value in excess of \$500 and which has a life expectancy of at least three (3) years, except equipment which is permanently affixed in school buildings.

To the extent information is reasonably available, the inventory shall include descriptions, names, dates of acquisition, identification numbers, original costs, and locations and uses of all equipment inventoried. A record of the date and mode of disposal of any equipment removed from the inventory shall also be maintained.

For insurance and security purposes, a copy of the inventory shall be filed in the Town Hall.

(cf. [3260](#) Sales and Disposal of Obsolete Books, Equipment, and Supplies)

Legal Reference: Connecticut General Statutes

[10-47](#) Powers of regional board. Meetings.

[10-220](#) Duties of boards of education.

Policy adopted: May 13, 2013