GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Policy: Inventory Control and Identification

Reference No: R-BA-22

An inventory of equipment is required to provide effective control and economic allocation of resources as well as a record of ownership in case of theft of Board property.

GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD

Regulation: Inventory Control and Identification

Reference No: R-BA-22

1. All schools and departments shall keep and maintain an inventory of Board purchased and donated equipment, except designated equipment for which a central record is maintained by the appropriate Superintendent or designate.

2. Designated equipment shall include computers, computer printers, musical instruments, technical equipment used in academic programming and specially funded Special Education equipment (for specific identified students).