Business

<u>Inventories</u>

Equipment and materials inventories shall be maintained at each building. Inventories for library resources and audio visual equipment, computer equipment, furniture, school equipment and textbooks will be kept by the building principal.

Responsibility for inventories shall lie with the business manager, to whom the building administrator shall be accountable for their proper maintenance.

Policy

Adopted: 2/3/93

BROOKFIELD PUBLIC SCHOOLS Brookfield, Connecticut