

Business

Inventories- Regulation

Furniture and Equipment

The head building custodian will maintain an inventory of furniture and school equipment which will be updated annually.

Library/Media Resources

The building media specialist/librarian will maintain an inventory of library resources including books, periodicals, audio visual equipment, and through the building computer technician, all computer equipment which will be updated annually.

Textbooks

The classroom teacher will maintain an inventory of textbooks which will be updated annually.

Textbook Records and Control

When students are issued district-owned books, a record shall be made which is kept by the teacher. The record shall include the specific number of the book, and the name of the student to whom it is issued.

Every book issued should bear the stamp of the Brookfield Public Schools.

When their use is no longer required, each issued text will be returned by the student and checked in by the teacher. When a textbook is damaged or lost, the student responsible shall be required to pay an assessment.

Lost Equipment

A "report of loss" form must be filed immediately with the business manager, by the building principal or his/her designee for any items that are stolen, burned, broken, or missing. Items should be reported by name, district inventory number, and manufacturer's serial number if possible. If a law enforcement officer has been called, his/her name, badge number, and report number must be recorded on the form.

If items are later recovered, a corrected building inventory form is to be sent to the business office.

Regulation
Approved: 2/3/93

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut