

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:
Annually,
in January**

Inventories

2.702

09/24/16

Rescinds:

Issued:

2.702

04/24/01

The director of schools shall establish an accurate inventory procedure for all school real and personal (e.g., material and equipment) property, and this system shall be implemented at each school facility.¹ Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year, and this inventory shall be properly entered on the appropriate records for accounting purposes.²

Each school shall maintain a complete inventory with a duplicate maintained in the central office.

Legal Reference:

1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-13
2. TCA 49-2-301(b)(1)(II)