

FISCAL MANAGEMENT AND NON-INSTRUCTIONAL OPERATIONS 3000

ACCOUNTS 3300

FIXED ASSET INVENTORY 3305

There shall be an annual inventory of all computer equipment, laptop computers, audiovisual equipment, cell phones, custodial equipment, school department vehicles and other major articles, which are under the responsibility and jurisdiction of the Salem School Committee.

The annual inventory shall be taken under the general supervision of the building principal at the conclusion of the school year, and shall be under the supervision of the superintendent with other professional and support personnel cooperating as directed.

The superintendent will provide the School Committee with the important details of the inventory program and inventory security measures as necessary.

Approved: 9/12/05