

Business and Non-Instructional Operations

INVENTORIES

3440

The Board of Education recognizes that maintaining an up-to-date inventory of equipment, furniture, and other non-consumable supplies is an essential business practice.

The Superintendent or designee shall be responsible for maintaining a comprehensive, districtwide inventory system that tracks Board-owned property.

Items that are obsolete, damaged, missing, or unaccounted for shall be reported to the town's Purchasing Department in accordance with established town purchasing disposal procedures. All new assets, whether purchased or received as gifts or donations, shall be recorded in the master inventory systems.

Legal Reference: Connecticut General Statutes
§ 4-36: Records of state property
Uniform Guidance 2 CFR Part 200.313: Equipment

Adopted 8/27/2004
Revised and Adopted 9/9/2025