

Category: 5000 BUSINESS	Policy Number: 5350
Policy Title: INVENTORIES	Effective Date: November 20, 2013

Duplicate copies of all inventories shall be kept: one in the building principal's or director's office and one in the district office.

Further, accurate records accounting for the disposal, receipt, and use of all district properties will be maintained and updated as received.

**Reference: Policy 5230, "Authorized Use of Equipment"
Form 5230f, "Technology Checkout Form"
Policy 5360, "School Property Disposal"**

STATE REFERENCE: IDAPA, 08.02.E.12,6.e

LEGAL REFERENCE: IDAHO CODE, 33-701(5)