

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <p style="text-align: center;"><b>INVENTORIES</b></p>	<b>NUMBER: AR 9.7(22)</b>
<i>Executive Limitation: EL 9, Asset Protection (9.7 – Fund Management Practices)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04      Revisions:</i>	
<b>Origin as Board Of Education Policy: Fiscal Management 683</b> <i>Established: 1980      Revisions: 9/28/93, 2002</i>	

Inventories of all district-owned furniture, equipment and other property shall be maintained under the supervision of the Director of Business & Auxiliary Services. School district inventories shall be maintained in accordance with state and federal laws and regulations and established educational practices.

The Director of Business & Auxiliary Services shall develop inventory management procedures that serve the functions of control and conservation. Building administrators and school staff shall be responsible for assisting the Director of Business & Auxiliary Services with inventory management. Procedures and forms shall be developed for maintaining room-by-room inventories in all school facilities.

Building administrators shall be provided with copies of current building inventories on an annual basis.

**Reference:**

Sections 120.12(8), Wisconsin Statutes

Board Policy, EXECUTIVE LIMITATIONS, Asset Protection