

Medford School District 549C

Code: **DID**
Adopted: 1/19/88

Property Inventories

The district will maintain a complete property inventory which lists all school sites, buildings, and equipment and complies with generally accepted accounting practices. This inventory will be updated annually. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

In order to update the inventory, the district will keep current records on all items purchased and surplused.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Cross Reference(s):

DN - Disposal of School Property

EDB - Maintenance and Control of Materials