

# Vale School District 84

Code: **DID-AR**  
Revised/Reviewed: 12/6/94; 9/10/08  
Orig. Code(s): DID-AR

## Property Inventories

### Office Inventory

This record is to be turned in at the end of the fiscal year. The office inventory includes these areas:

1. Main offices;
2. Superintendent's office;
3. Sick rooms;
4. Supply rooms;
5. Concession booth;
6. Guidance offices;
7. Staff lounge.

### Janitorial Inventory

This includes equipment and supplies used by the custodians and is to be turned in at the end of the fiscal year.

### Kitchen Inventory

This includes the supplies and equipment used in the kitchen, including the commodity inventory required by the state. The cooks turn this record in at the end of the school year.

### Teacher Room Inventory

This record is required for each room by the teacher who occupies that room the majority of the time. All equipment and supplies must be listed, with notes as to the condition of the equipment. These are turned in at the end of school, before the final check for teachers is issued.

### Master Inventory

This inventory is kept by the deputy clerk or designate and contains the master inventory for the district. New equipment, equipment moved from room to room and equipment disposed of are recorded here, with data concerning source, method of purchase and cost, where available, and reasonable estimates of replacement value where historical data is unavailable.