

## INVENTORIES

The district administrator shall be responsible for developing and maintaining a complete inventory of property (fixed assets) of the District. The inventory shall provide information and records for sites, buildings and moveable equipment.

District staff shall be responsible for assisting the district administrator with the inventory.

Inventory procedures shall be developed by the administration and managed by the business manager, building and grounds director and technology specialist.

LEGAL REF.: 120.12(8) - Wisconsin Statutes

CROSS REF.: 663-Rule - Inventory Guidelines

**APPROVED:** October 9, 1985  
July 15, 2013  
**MARCH 19, 2018**