

## PROPERTY INVENTORY

The Director of Business Services shall maintain an inventory of District-owned property.

For purposes of this policy, "equipment" included as property and shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles, which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Director of Business Services and school principals to ensure that inventories are updated annually.

The Director of Business Services shall maintain a system of property records, which shall show, as appropriate to the item recorded, the description and identification, year of purchase, initial cost, and the current location.

Adopted: 6/18/01

Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us