

## Business

### Inventories

The Division of Budget and Finance shall be responsible for establishing procedures for maintaining an accurate record of all District-owned property for the purposes of fiscal accountability, insurance claims and financial reporting.

The Directing Principal or Departmental Administrator is responsible for maintaining inventory of property within their building/department, including a complete explanation for items which are no longer in the building or department. If an item has been disposed of, a written record must be maintained.

### Legal References:

Administrative Regulation adopted:	February 14, 1977
Administrative Regulation revised:	February 19, 1990
Administrative Regulation reviewed:	October 20, 1997
Administrative Regulation modified:	May 20, 2013