

<b>BOARD POLICIES</b>	<b>METRO TECHNOLOGY CENTERS INVENTORY CONTROL (BP-4009)</b>	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

The superintendent shall be responsible for maintaining an accurate inventory of materials and equipment in the District. The superintendent shall cause to be created and followed a procedure to ensure that:

- A. All equipment is catalogued and accounted for at all times.
- B. All negotiations for and final purchases be done as per policy and administrative procedures.
- C. Each year an inventory of each separate area, as determined by the superintendent, but no less than every two years, shall be audited and updated.
- D. The person most responsible for the area shall sign the yearly inventory and the immediate supervisor shall countersign, after an inspection.
- E. No permanent transfer of any item shall occur except through procedures created by the superintendent.
- F. The person signing for inventory be given a copy of the list of inventory that he/she has signed for, with a notation that he/she shall be personally responsible for returning the items signed for, either at termination of employment or at the end of each contract year.
- G. No transfer of any item shall occur without the inventory/warehouse assistant supervisor's signature. This does not apply to small amounts of consumable items.

**2.0 LEGAL REFERENCE:** 70 O.S. §§ 5-106.A, 5-117.A.17

**3.0 CROSS REFERENCE:** N/A

**4.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
March 27, 1995		Reviewed
July 10, 1995	B	Revised
October 16, 1995	C	Revised
March 25, 2002	D	Revised
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary
November 22, 2004	G	Revised

**5.0 PCF FRAMEWORK #:** 8.3.3 Perform fixed asset accounting

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**\*\*\*End of Policy\*\*\***