

Business and Non instructional Operations

INVENTORIES

In order to provide for the proper control and conservation of District property, the Superintendent/designee shall maintain an inventory in a manner authorized by the State Board of Education for the following:

1. All items currently valued in excess of \$500.
2. All items purchased with federal funds or matching non-federal funds and currently valued in excess of \$500.
3. All electronic and computer technology items currently valued in excess of \$300.

(cf. 3290 - Gifts, Grants, and Bequests)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3512 - Equipment)

In addition, the Superintendent/designee may maintain a list of specific items which may be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946)

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

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INVENTORIES (continued)

In addition to the information specified in items Nos. 1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source)
2. Titleholder
3. Use and condition of property

(cf. 3230 – Federal Grant Funds)

At the time of purchase, the Superintendent/designee shall affix a label to the equipment containing the identification number and the District name.

Whenever an equipment item is moved to a new location, the new location shall be recorded in the inventory.

A copy of the inventory shall be kept at the District office and at the appropriate school site.

(cf. 3580 - District Records)

Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

Legal References:

EDUCATION CODE

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

16035 Historical inventory of equipment

3946 Control, safeguards, disposal of equipment purchased with consolidated application funds

16022-16023 Classification of records

UNITED STATES CODE, TITLE 20

2301-2414 Strengthening Career and Technical Education for the 21st Century Act

CODE OF FEDERAL REGULATIONS, TITLE 2

200.0-200.521 Federal uniform grant guidance

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INVENTORIES (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California Department of Education: <http://www.cde.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

Policy

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Revised: 05/21/96

Revised: 08/14/19

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

Chula Vista, California