

**FIXED ASSETS  
(INVENTORIES)**

To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

The Superintendent will designate the person responsible for maintaining an inventory of equipment, materials, and supplies in his/her shop, laboratory, or classroom.

These inventories will be brought up-to-date as needed but no less than once per fiscal year and compile with GASB-34 procedures. A copy of the inventory will be filed with the building administrator, and the SAU business administrator.

**Mr. Priscilla Colbath, Chairperson**  
**Mrs. Judith Nason**  
**Mrs. J. Lizbeth Olimpio**  
**Mrs. Vivian Macedo**  
**Mr. Stephen Brown**

**Adopted by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 4 May 2005**  
**Reaffirmed by the Board: 6 June 2012**