

Meridian Technical Charter High School

BUSINESS OPERATION  
Series 800

Policy Title: Inventory Control

Code No. 802.40

An inventory of all equipment, textbooks and library/reference books in the classrooms shall be made annually by the teacher. Any assets for which the useful life is more than one year, the individual value is less than the capital asset threshold but the combined value of the purchase is more than the capitalized asset threshold shall be recorded in fixed assets with a zero value. An inventory of all equipment, textbooks, and library/reference books in the school shall be compiled annually by the principal. Such inventory reports shall be stored digitally and one copy shall be stored in a second digital location off site.

Date of Revision/Review  
4/26/05;5/24/2023

Legal Reference: Code of Idaho  
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