

### INVENTORY CONTROL – SUPPLIES AND MATERIALS

The district shall require an annual inventory of all school supplies and materials. Each inventory will be handled by the staff member for whom the materials and supplies have been provided. The inventories will be presented to the District Office prior to the last day of the current school year. Computerized inventory files for the faculty and staff are available in the District Office.

The district shall require the cafeteria staff to regularly maintain their spreadsheet inventory program of supplies and materials. A copy of this inventory shall be provided to the Business Manager quarterly.