

<b>Category:</b> <b>5000 BUSINESS</b>	<b>Policy Number:</b> <b>5350</b>
<b>Policy Title:</b> <b>INVENTORIES</b>	<b>Effective Date:</b> <b>May 18, 2004</b>

**Duplicate copies of all inventories shall be kept: one in the building principal's or director's office and one in the district office.**

**Further, accurate records accounting for the disposal, receipt, and use of all district properties will be maintained and updated as received.**

**Reference: Policy 5230, "Authorized Use of Equipment"  
Form 5230f, "Technology Checkout Form"  
Policy 5360, "School Property Disposal"**

**STATE REFERENCE: IDAPA, 08.02.E.12,6.e  
LEGAL REFERENCE: IDAHO CODE, 33-701(5)**