

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 705
PROPERTY**

PROPERTY INVENTORY

The Board of School Trustees recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records. This inventory shall be provided and entered into the system for appropriate accounting.

It shall be the duty of the Director of Operation Services to insure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Full asset inventories must be done every two (2) years per Nevada Revised Statutes.

Reference: NRS 354.107, 354.625

NAC: 354.750

Adopted: August 29, 1979

Revised: January 25, 1993

May 10, 2011

July 26, 2016