

## MAINTENANCE AND CONTROL OF MATERIALS

### Property and Records

The superintendent shall keep an accurate record of all real and personal property of the district and a continuing inventory of school supplies and equipment.

### Textbooks and Supplies

Principals shall be responsible for textbooks, supplies and equipment, keep an accurate record of the same and assess reasonable fines commensurate with the damage done.

### Inventories

All teachers shall make and submit to their principal an inventory of supplies and equipment in their respective rooms. This shall be done before the summer pay warrants are drawn.

ADOPTION DATE: August, 1983

REVISION DATE: April 17, 1996