

DIC Inventories

DIC

An accounting will be made annually for all service center-owned personal property.

An inventory record system shall be developed by the executive director. All inventory records shall be annually updated showing deletions and additions, the estimated value, original cost (where available), date of purchase, serial numbers (where available) and location and condition of each piece of service center-owned personal property.

Each program coordinator shall take an annual inventory of service center-owned personal property under the direction of the executive director. Inventory forms shall be developed by the executive director. One copy of each inventory taken in a site shall be filed in that building, and one copy shall be filed in the service center office with the business office.

Approved: SCKESC Board of Directors 11/2008, 9/2014, 9/2018