

**Section 700 – Business Operation**  
**Accounting System**  
**Inventories**

**File: 704.03**

The district will maintain a property inventory of all classroom equipment valued at over \$100. This does not include consumables. The district's inventory will be updated annually to include property newly purchased or disposed.

Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.