

Policy DIC Inventories (Warehouse Supply)

Issued 4/21

Central warehousing facilities will be maintained by the district. A complete record of receipt of supplies, materials, and equipment will be maintained for inventory purposes. Supplies materials and equipment will be disbursed to schools, departments, or individuals by only official requisitions.

Annually, or at the request of the superintendent or his/her designee, a physical inventory will be required of all supplies, materials, and equipment in the warehouse. This inventory is to be made in cooperation with the external auditing firm. The external auditing firm is encouraged to participate actively in this inventory audit.

After an inventory is complete, the records will be balanced accordingly and inventory adjustment documents processed as necessary.

Adopted 11/1/88; Revised 9/8/15; Reviewed 4/27/21

Richland County School District One