

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MD 21601**

**POLICY CODE
4.5 - AR
ENDORSED: 06/27/90
REVISED: 09/15/10
REVISED: 03/20/13**

INVENTORIES - AR

- I. In order to effectively maintain the computerized inventory system, the following procedure shall remain in effect:
 - A. Any purchase of non expendable items \$500 or more made by or for the schools, outside the normal purchase order route, must be reported to the Director of Finance office via the attached data entry form (PTA gifts, etc.)
 - B. Any items to be discarded, destroyed, or transferred must be submitted to the Director of Finance office for approval. When approved, required action may take place, and update of inventory system shall be completed.
 - C. Any items purchased via the purchase order format will be automatically entered into the inventory base by the Director of Finance's office.
 - D. Each School Manager shall submit, during June, a complete textbook inventory update. This inventory will become the official textbook inventory base. New textbooks will be added from purchase orders by central office staff.

Administrators should feel free to cross check computer inventory printouts with respective departments at any time during the school year.

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