

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MARYLAND**

**POLICY CODE
4.5
ADOPTED: 06/27/90
REVIEWED: 06/01/10**

INVENTORIES

- I. To serve the functions of conservation and control, a running inventory will be maintained on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary materials.

- II. The Director of Finance shall be charged with maintaining and updating this inventory on behalf of the Talbot County Board of Education.

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