

## **Inventories**

The BOCES shall maintain a system for the inventory of all items costing more than \$5,000 and having a life expectancy of one year or more. This inventory will be maintained for the purposes of capitalization and tracking of fixed assets and depreciation.

The executive director shall designate a BOCES employee who shall be responsible for maintaining an office inventory system for individual items valued at \$500.00 or more, and all small and attractive items, most specifically technological equipment and accessories and media center inventory. Items shall be checked in and logged per the inventory system. This system will track the date of acquisition, purchase price and current location.

The equipment inventory systems shall serve both the function of inventory control and inventory conservation.

Responsibility for the inventory systems shall lie with the executive director.

Adopted: May 10, 1984

Revised: June 29, 2010

Revised: January 14, 2016

LEGAL REFS.: C.R.S. 22-5-108 (1)(a) (*powers of board*)  
C.R.S. 22-32-109 (1)(b) (*board duty to adopt policies for efficient administration of the BOCES*)  
C.R.S. 29-1-506 (1) (*local government – continuing inventory*)