

## **INVENTORIES**

Centennial BOCES shall maintain a system for an annual inventory of all real and personal property. All items with an estimated value of \$5,000 or more are inventoried on an official inventory list with a bar code. All items valued under \$5,000 are labeled with a Centennial BOCES property sticker; however, they are not recorded on the official inventory list. Equipment permanently fixed in a building shall not be inventoried.

The equipment inventory shall serve both the function of control and conservation. Responsibility for the inventory system shall lie with the executive director or designee.

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)

Revised: November 16, 2017  
Adopted: November 16, 2006  
Centennial BOCES