

<u>Section D:</u> Fiscal Management	Knox County Board of Education Policy			
	Inventories	Descriptor Term:	Descriptor Code:	Issued:
			D-210	7/95
			Reviewed:	Revised:
	1/17	3/17		

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The Director of Schools shall establish accurate inventory procedures for all district real and personal property, in compliance with the Procurement Code of Knox County. Administrative personnel shall ensure that a physical count of all such property is taken at the end of each fiscal year and at the time of principal reassignments. The results of any physical count of inventory shall be properly entered in the appropriate records for accounting purposes.