

**INVENTORIES  
(REGULATION)**

Inventories must be maintained by all personnel of the Holdenville Public School System should it become necessary to file claims arising from fire, theft, or storm damage.

A separate furniture and equipment list must be used for each room of the building, listing all items of furniture and equipment which are moveable or portable.

It is the responsibility of the build principal to ensure that every teacher in that building files an accurate and complete inventory at the end of each school year.

Copies of inventories will be stored at the building site. Inventories from all building sites will be stored at the superintendent's office.