

**INVENTORIES
(REGULATION)**

Inventories must be maintained by all personnel of the Southwest Technology Center should it become necessary to file claims arising from fire, theft, or storm damage.

All items of furniture and equipment that are movable or portable will, upon receipt, be identified with a bar code inventory sticker and identified in the computerized inventories maintained by the director of maintenance and facilities services.

A furniture and equipment inventory list for each classroom and area is provided by the director of maintenance and facilities services for the purpose of follow-up and physical inventory.

Building inventories are the responsibility of the campus director. Classroom inventories are the responsibility of the instructors.

Inventory of furniture and nonconsumable equipment is a responsibility of the campus director. Furniture and equipment inventories must be submitted to the director of maintenance and facilities services on September 15 and May 25 of each school year. Copies of all inventories will be stored away from the specific location.