

Series 3000 – Business & Non-Instructional Operations

5. Non-Instructional Operations

C. Buildings

(2) Equipment

It shall be the responsibility of the Director of Fiscal Administration to organize and direct a fixed asset inventory system and serve as the liaison to the Town of Suffield designated insurance agent for all matters of insurance claims and property control.

A physical inventory by an appraised consulting firm shall be conducted at least every other year and a report shall be generated which will include all information required for the Town and the Board's insurance agent or company.

Policy adopted: January 2, 1979
Policy revised: November 1, 1988
November 18, 2008

SUFFIELD PUBLIC SCHOOLS
Suffield, Connecticut