

**TALBOT COUNTY  
PUBLIC SCHOOLS  
EASTON, MARYLAND**

**POLICY CODE  
4.5  
ADOPTED: 06/27/90  
REVIEWED: 06/01/10**

### **INVENTORIES**

- I. To serve the functions of conservation and control, a running inventory will be maintained on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary materials.
  
- II. The Director of Finance shall be charged with maintaining and updating this inventory on behalf of the Talbot County Board of Education.

**-END-**