

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROPERTY
TITLE: PROPERTY RECORDS
ADOPTED: SEPTEMBER 23, 2015
REVISED:**

	706. PROPERTY RECORDS
1. Purpose	The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under intermediate unit control.
2. Authority	The Board directs that a complete inventory, by physical count, of all equipment and property owned or leased by the intermediate unit shall be maintained and updated periodically.