

**Regulation 3440: Inventories**

**Status:** ADOPTED

**Original Adopted Date:** 06/01/1998 | **Last Revised Date:** 02/01/2026 | **Last Reviewed Date:** 02/01/2026

In order to provide for the proper tracking and control of district property, the Superintendent or designee shall maintain an inventory of equipment in accordance with law for the following:

1. All equipment items currently valued in excess of \$1,500 (Education Code 35168)
2. All equipment items purchased with state and/or federal categorical funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit

Additionally, the Superintendent or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code 35168; 5 CCR 3946; 2 CFR 200.313)

1. Model/name and type/description of the property
2. Serial/identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

In addition to the information specified in Items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified in law: (5 CCR 3946; 2 CFR 200.313)

1. Source of the property (funding source), including any applicable federal award identification number
2. Titleholder
3. Percentage of federal participation in the cost of the property for the federal award under which the property was acquired
4. Use and current condition of property
5. Transfer, replacement, or disposition of obsolete or unusable equipment

6. Any ultimate disposition data, including the sale price of the property upon disposition and method used to determine current fair market value

At the time of purchase, the Superintendent or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR 3946.

Whenever an equipment item is moved to a new location or the equipment is used for a new purpose, the new location or purpose shall be recorded in the inventory.

A copy of the inventory shall be kept at the district office and at the appropriate school site.

The Superintendent or designee shall annually submit an inventory listing of federally owned property in its custody to the federal agency that granted the award. (2 CFR 200.312)

### **Physical Inventory**

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (2 CFR 200.313)

The Superintendent or designee shall establish procedures for conducting the physical inventory which shall include, but not be limited to, designation of person(s) responsible for coordinating and conducting the inventory, preparation and distribution of count sheets, procedures for implementing the inventory, and procedures for conducting a recount to substantiate the validity of the inventory.

The Superintendent or designee shall investigate any differences between the quantities determined by the physical inspection and those in the accounting records.

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#### **Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
5 CCR 16022-16023	Classification of records
5 CCR 16035	<a href="#">Historical inventory of equipment</a>
5 CCR 3946	<a href="#">Control, safeguards, disposal of equipment purchased with consolidated application funds</a>
Ed. Code 35168	<a href="#">Inventory of equipment</a>
<b>Federal</b>	<b>Description</b>
2 CFR 200.0-200.521	<a href="#">Federal uniform grant guidance</a>
20 USC 2301-2414	<a href="#">Strengthening Career and Technical Education for the</a>

## 21st Century Act

### **Management Resources**

California Department of Education  
Publication  
Website

### **Description**

[California School Accounting Manual](#)

[CSBA District and County Office of Education Legal Services](#)

Website

[California Association of School Business Officials](#)

Website

[California Department of Education](#)

Website

[Office of Management and Budget](#)

### **Cross References**

#### **Code**

#### **Description**

3000

[Concepts And Roles](#)

3230

[Federal Grant Funds](#)

3230

[Federal Grant Funds](#)

3270

[Sale And Disposal Of Books, Equipment And Supplies](#)

3270

[Sale And Disposal Of Books, Equipment And Supplies](#)

3290

[Gifts, Grants And Bequests](#)

3300

[Expenditures And Purchases](#)

3400

[Management Of District Assets/Accounts](#)

3400

[Management Of District Assets/Accounts](#)

3512

[Equipment](#)

3512-E(1)

[Equipment](#)

3515

[Campus Security](#)

3515

[Campus Security](#)

3530

[Risk Management/Insurance](#)

3530

[Risk Management/Insurance](#)

3580

[District Records](#)

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[District Records](#)

6178

[Career Technical Education](#)

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[Career Technical Education](#)