

NON-CAPITALIZED TECHNOLOGY PURCHASES

The principal and SFA are responsible for maintaining an inventory of non-capitalized technology purchases. The SFA shall work with teachers and sponsors to ensure that new technology purchases are recorded and added to the school's inventory and that an annual inventory is conducted for all technology. The teacher/sponsor, school financial accountant, and SFA shall sign off on the annual inventories evidencing the accuracy of the report. The school's inventory report shall be maintained as a part of the school's internal accounts records.