

**4019 - INVENTORY AND PROPERTY RECORDS FOR ITEMS PURCHASED WITH CHARTER SCHOOL PROGRAM (CSP) GRANT FUNDS**

- 1) All equipment/inventory items with 600 series object codes that were purchased with CSP grant funds, regardless of individual unit cost, will be labeled as follows:
  - a. Property of (Insert School District Name)
  - b. (Insert) School Name
  - c. (Insert) Inventory ID/Serial Number
  - d. Purchased with Federal CSP Funds
  
- 2) All CSP funded capital purchases of equipment/inventory items with 600 series object codes will be inventoried and labeled as stated above, regardless of individual unit cost. The school will maintain an inventory report for all CSP funded equipment/inventory items with 600 series object codes using the format provided by the Department of Education. The inventory report will be updated when new items are purchased, items are disposed/given a final disposition, and during each biannual inventory.