



Policy and Procedure # 160

EFI Property Inventories

Approval: _____ Effective Date: 5/6/2024

POLICY:

To ensure that all EFI property is accounted for and is in the proper location to which it is assigned. A physical inventory will be conducted every calendar year end.

PROCEDURE:

1. A physical inventory of EFI property will be conducted by the Finance Director along with the financial department employees every end of the fiscal year which is December 31st. Envelopes will be placed on those items inventoried and shall not be removed until the Finance Director instructs staff to do so.