

**Policy No. 1.07            Inventory**  
**Date of Issuance:        May 17, 2012**  
**Revision Date:**

Inventory of Town property

1.        Each Department Head shall annually update a list of all equipment, vehicles and other non-consumable items in their Department with a value of \$500.00 or more.
2.        Year purchased or age of item and the purchase price.
3.        If something is sold, the year sold, for what amount.
3.        If something is disposed of, the year taken out of service or transferred to another Department and what Department.