

INVENTORY

Background

A current inventory of District equipment and furniture is to be maintained.

Procedures

1. The Secretary-Treasurer shall be responsible for establishing inventory controls of District assets.
 - 1.1 The Principal is responsible for the safe keeping of district equipment located at the school site.
2. Yearly inventories of all capital items are required in all facilities. Shortages are to be reported to the Secretary-Treasurer at the end of June each year.
3. Loaning of School Equipment
 - 3.1 District equipment may not be lent out to the public.
 - 3.2 Subject to approval from the Principal, school equipment may be used during a facility booking if operated by a District employee.
4. Supplies
 - 4.1 The Principal shall be responsible for ordering supplies for his/her own school in accordance with district purchasing policy.
 - 4.2 Supplies will not be included in the inventory list.

Reference: Section 20, 22, 23, 65, 85 School Act

Adopted: November 2019

Revised: