

## **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 administration of school equipment.
2. Yearly inventories 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 In general, equipment may not be lent. There may be extenuating circumstances that would justify community use of specialized equipment.
  - 3.2 Subject to approval from the Principal, school equipment may be loaned if used or operated by a District employee.
4. Moving Equipment from School to School
  - 4.1 Equipment may be moved from one school to another providing notification of the move is filed with the Secretary-Treasurer and providing inventories in each school have been updated accordingly.
  - 4.2 The use of equipment belonging to one school and to be used only temporarily in another school is permitted without notice to the Secretary-Treasurer.
5. Supplies
  - 5.1 The Principal shall be responsible for controlling supplies for his/her own school.
  - 5.2 Supplies will not be included in the inventory list.

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

Adopted: June 25, 2019

Revised: