

## **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 their own school.
  - 5.2 Supplies will not be included in the inventory list.

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

Adopted: June 1980

Revised: August 1, 1990; January 1999; September 24, 2018