

INVENTORY

Background

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

Procedures

1. The Secretary-Treasurer shall be responsible for establishing inventory controls of Division assets.
 - 1.1 The Principal is responsible for the administration of school equipment.
2. Yearly inventories are required in all schools. Shortages will 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 Division 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 schools.
 - 5.2 Supplies will not be included in the inventory list.

Reference: Section 20, 60, 61, 113, 200, 201 School Act