

Administrative Procedure 515

515 - INVENTORIES

Background

An inventory shall be maintained by the Principal for all major school equipment.

Procedures

1. The inventory shall be updated on an on-going basis, and the Division may request this information at any time.
2. With respect to furniture, a count of all moveable furniture (desks, chairs, tables, etc.) shall be kept.
3. With respect to capital equipment (video cassette recorders, tape recorders, overheads, projectors, computers, etc.), the following information shall be kept: the description/name of the item, the make, the serial number, year of purchase and cost (if known). This is mandatory for all equipment acquired after January 1, 1995, and optional for equipment acquired before that date.
4. Outside individuals or groups having equipment stored in the school on a regular or ongoing basis are required to furnish the school Principal with an inventory prior to June 30 of each year.

Reference: Section 60, School Act