

## **INVENTORY**

### **Background:**

A current inventory of Division equipment and furniture shall be maintained.

### **Definitions:**

#### **Inventory:**

includes furniture, tools, equipment and other non-consumable items.

### **Procedures:**

1. The Secretary-Treasurer shall be responsible for establishing inventory controls of Division assets.
  - 1.1. Schools/departments considering large purchases for future use shall consult with the Secretary-Treasurer prior to purchase.
2. The Principal/Director shall be responsible for school/department equipment inventory.
  - 2.1. School/department equipment inventory listings shall be updated annually by all principals/directors. Inventory listings/video files shall be kept electronically in the Division's records.
  - 2.2. Tracking systems shall be in place for commonly used, portable equipment (laptop carts, iPads, etc.). This equipment shall be secured when not in use.
3. The Principal/Director shall refer to [Administrative Procedure 518: Disposal of Assets](#) and [Administrative Procedure 570: Purchase, Control and Disposition of Information Technology Assets](#) when considering replacing or disposing of assets.

### **Reference:**

Section 52, 53, 68, 192, 194, 197, 222 *Education Act*