

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 517</b>
	<b>Inventory</b>
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, January 2020
LEGAL REFERENCE:	Section 52, 53, 192, 194, 197, 222 Education Act

## 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 maintaining a school equipment inventory.
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.
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.

[Inventory Form - New Purchase \(Form 517-1\)](#)

[Inventory Form - Transfer \(Form 517-2\)](#)