

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 and furniture.
2. An inventory of equipment and furniture is to be updated every two years. The inventory can be recorded by way of pictures that are saved to inventory folders labeled by the year of pictures taken.
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. Consumables
 - 5.1. The Principal shall be responsible for managing consumables for their schools.
 - 5.2. Consumables are not be included in the inventory list.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 20, 60, 61, 113, 200, 201