

Administrative Procedure 517

FURNITURE AND EQUIPMENT INVENTORY

Background

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

Definitions

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

Procedures

- 1 The Associate Superintendent, Business and Finance will be responsible for establishing inventory controls of Division assets.
- 2 The Principal/Director will be responsible for school/department equipment inventory.
 - 2.1 School/department equipment inventory listings will be updated annually by all Principals/Directors. Inventory listings will be kept electronically in the Division's records.
 - 2.2 At a minimum, annually, there will be an updated video recording or photos of all assets at each site that serves as a virtual inventory. Such video/photo records will be kept electronically in the Division's records.
 - 2.3 Tracking systems will be in place for commonly used, portable equipment (laptop carts, iPads, etc.). This equipment must be secured when not in use.
- 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 Associate Superintendent, Business and Finance 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 Associate Superintendent, Business and Finance.
- 5 Supplies
 - 5.1 The Principal/Director will be responsible for controlling supplies for their own school/department.
 - 5.2 Supplies will not be included in the inventory list.

Reference: Section 51, 52, 192, 194, 197, 222 Education Act