

Administrative Procedure 517

INVENTORIES

Background

The establishment and maintenance of accurate inventories of assets held in public trust are part of the Division's stewardship responsibility.

Procedures

1. The Secretary Treasurer in conjunction with the Superintendent of Facilities shall be responsible to establish and maintain inventories of all furniture, capital goods, equipment and material supplies in the Division.
2. Principals will be responsible for inventories of all furniture, capital goods, equipment (and non-expendable supplies, including textbooks and library books) in their schools.

Reference: Sections 85, 87, 108, 109, 110, 119, 347, 348 Education Act