

Administrative Procedure 517

INVENTORIES OF EQUIPMENT/FURNITURE

Background

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

Procedures

1. Principals and site managers shall maintain a current inventory by video graphic recording. These recordings shall be filed with the Secretary Treasurer.
2. Principals and site managers shall prepare and submit to the Secretary Treasurer an inventory of all school and site property valued at \$5,000 or more per item.
3. In addition to the video graphic recordings, all sites shall maintain current, separate inventories for computers and other technology equipment, which shall include, at a minimum:
 - 3.1 Item name/description/model and serial number.
 - 3.2 Purchase date.
 - 3.3 Purchase price.
4. Inventories shall be updated annually.

Reference: Section 52, 53, 192, 194, 197, 222 Education Act