

Administrative Procedure 517 - Asset Inventory Oversight

Background

The Secretary-Treasurer shall develop procedures and timelines for maintaining Division inventories.

Procedures

1. The Division inventory shall be maintained by the Principal or site supervisor for all major school or Division equipment.
2. The inventory shall be updated on a continuing basis but at least annually by June 30, and the Secretary-Treasurer may request this information at any time.
3. With respect to furniture, a documented count or digital photograph inventory of all moveable furniture (desks, chairs, tables, etc.) shall be maintained.
4. With respect to capital equipment (video equipment, recording equipment, projectors, computers):
 - 4.1. Inventory documentation
 - 4.1.1. the description/name of the item,
 - 4.1.2. the make/model,
 - 4.1.3. any serial numbers,
 - 4.1.4. year of purchase and
 - 4.1.5. cost (if known)
 - Or
 - 4.2. Digital Photograph Inventory (pictures of the equipment)
5. Outside individuals or groups having equipment stored in a school or site on a regular or ongoing basis are required to furnish the Principal or site supervisor with a current inventory prior to June 30 of each year.
6. Where staff maintain personally-owned equipment on Division property, a list or digital photographs of the equipment must be provided to the Principal or site supervisor prior to June 30 of each year and September 30 of each year.
7. An electronic copy of each school's or site's inventory, including inventory stored on Division property by outside individuals, groups or staff, will be kept digitally in Google Drive in an approved location as determined by the Secretary-Treasurer.

Reference: section 33, 52, 53, 68, 192, 194, 197, 222, 225 Education Act

Effective: 1997-11-13

Amended: 2021-04-03