

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Facilities, Grounds, and Equipment

7105: Inventories of Furnishings and Equipment

Policy

Furnishings and equipment used in the school district represent a significant outlay of money and as such should be controlled and accounted for by the responsible parties.

Regulations

1. Inventory holders are to be appointed for each major area. For example, the principal of the school shall be the inventory holder, in other major buildings an appropriate inventory holder is to be designated. It is expected that due care and attention will be given to the use and control of the inventory and the inventory holder will be responsible.
2. Inventories are to include all equipment purchased or donated to the school district. Where personal property is on loan in the buildings or on site it is to be suitably marked. All inventory items are to bear a suitable marking number which corresponds with the inventory list. This number is in addition to a proper description which would indicate the item, type, model, and serial number where applicable. An updated inventory is to be prepared each year by the inventory holder by 1 April. A copy of the inventory is to remain on the location with one copy being lodged in the office of the Secretary Treasurer.
3. All property acquired, from whatever source, is to be approved by the Secretary Treasurer, and, where applicable, by the Superintendent of Schools. For example, specific attention is directed towards donated equipment or equipment acquired from school originated funds, since need, compatibility, and impact on future cost implications of repair and replacement must be considered.
4. Losses/thefts of inventory items are to be promptly reported to the Secretary Treasurer, c.c. Superintendent of Schools including:
 - a) description of item and circumstances of loss
 - b) control measures at time of loss

- c) police report
- d) recommendation for recovery of cost
- e) need for replacement.