

# BUSINESS PROCEDURES



Island Catholic Schools

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INVENTORY RECORDS

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712

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## Rationale

Inventories provide information for planning purposes, budgetary purposes and insurance purposes.

## Policy

Each school shall maintain an inventory of all equipment and furniture.

## Regulation

1. The school Principal shall develop procedures for providing an annual inventory of equipment and furniture within his/her school.
2. The inventory shall be recorded on the ICS Inventory Form.
3. A copy of the inventory shall be forwarded to the Superintendent at the end of each school year.

Reference:	Approved
	Date Approved:
Cross-reference:	Date(s) Revised: