

Administrative Procedures

AP 5020: School Inventories

- 1. All District facilities shall provide an annual inventory of all furniture and equipment, including serial numbers, where applicable, in June of each year to the Director of Operations.
- 2. The inventory shall be recorded by room or area in each facility.
- 3. Any equipment on loan to the facility should be identified on a separate list so appropriate insurance coverage can be arranged.

Related Policy: Nil Revised: August 22, 2018