

EQUIPMENT INVENTORIES

Background

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

Procedures

1. An equipment inventory shall be maintained by Business Services on all capital outlay items exceeding \$5,000.
2. An inventory of equipment exceeding \$1,000 for individual items in each building or department will be taken annually by the Principal or Manager.

Reference: [Education Act](#) Section 33, 52, 53, 68, 192, 194, 197, 222, 225

Adopted: August 2004

Reviewed/Revised: August 2009, August 2018, September 2019, July 2025