

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 500 – BUSINESS PROCEDURES **CODE:** AP 518
PROCEDURE: INVENTORY

BACKGROUND

There is a need to control and monitor a current list of consumable and non-consumable items within operating locations and facilities. As such, inventory lists shall be maintained.

PROCEDURES

1. Each Principal shall ensure that a list of consumable items within his/her school is updated by end of each fiscal year (August 31) in accordance with the requirements set forth by the Chief Financial Officer. The list must be forwarded to the Chief Financial Officer by September 5.
2. Non-consumable items are inventoried through the Division’s asset appraisal process on an annual basis.

Reference: Sections 87, 108, 109, 110, 347, 348 Education Act

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