

## **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 and department manager shall ensure that a list of consumable items within that location is updated by end of each school year. The list must be forwarded to the Chief Financial Officer by June 30.
2. Non-consumable items are inventoried through the asset appraisal process on an annual basis.

Reference: Section 87, 108, 109, 110, 348 Education Act

Updated: April 2018