



## 602.4AP Inventories

**APPROVED:** 2020.01.15 (2013.09.18) (2003.08.20)

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### CROSS REFERENCE:

- [602BP Financial Matters](#)
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### PROCEDURES:

1. Principals and site managers shall maintain an electronic record of portable assets (eg. electronics, and musical band instruments sports equipment, vehicles, photocopiers etc.), which shall include the following information:
  - a. item name/description/quantity/model/serial number;
  - b. purchase date;
  - c. and purchase price 2.
2. Principals and site managers shall prepare a record of all school or site property valued at \$5000.00 or more per item, and shall submit this record to the Secretary-Treasurer by September 30.