

5100 Asset Inventory

Policy 5100

STATUS: ADOPTED

ASSET INVENTORY

Board Approved and Codified: April 28, 1986

Last Revised: June 19, 2013

Description:

To improve the level of security and accountability for Board assets, the Board of Education requires that inventories be reviewed annually by each school or department. New equipment shall be recorded, identified in a permanent way (with a bar code) as school district property, added to the inventory when the equipment is received and deleted from the inventory when the item is disposed of.

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Description:

All existing and incoming items of inventory, shall be bar coded and if appropriate, electrically engraved or stenciled with "School District #59" or "S.D.#59"

1. Responsibility for Inventories

Responsibility for inventories should reside with the manager who has charge and custody of the items in question. This would mean the Principal of a School, the Supervisor of a Department, or any other individual responsible for an aspect of our operations where equipment is under their control (e.g.; Outdoor Education equipment).

2. What should be Recorded

An individual record should be maintained showing location, make, model, serial number, date of purchase, value, and condition of all items which:

- a) Meet the purchasing regulation definition of capital asset with a useful life of two years.
- b) Are highly attractive or "target items", such as portable stereos, cassette players, calculators, electric drills, etc.
- c) Are regularly moved, and it is helpful to have them labelled, such as desks, chairs, tables, cross country skis, canoes etc.

Each location will maintain up-to-date inventory files in a database, and will provide copies at year end to the Board Office, so that a complete set of inventory files for the entire District will be available for analysis.