

PROPERTY INVENTORY

As steward of this Corporation's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Superintendent shall maintain a continuous inventory of all Corporation-owned equipment and supplies annually.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, and instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is non-expendable, costs at least \$25.00 as a single unit.

It shall be the duty of the Superintendent to ensure that inventories are recorded systematically and accurately and property records of equipment are updated annually and submitted to the Board for review.