## **BUSINESS PROCEDURES**



Island Catholic Schools

| INVENTORY RECORDS | 712 |
|-------------------|-----|
|                   |     |

## Rationale

nventories provide information for planning purposes budgetary purposes and insurance purposes

## Policy

ach school shall maintain an inventory of all equipment and furniture

## Regulation

The school rincipal shall develop procedures for providing an annual inventory of equipment and furniture within his her school

The inventory shall be recorded on the nventory orm

copy of the inventory shall be forwarded to the uperintendent at the end of each school year

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