



Section: **Financial Procedures**
Policy #: 6200
Policy: **Inventory Records**
Date Approved: April 23, 2015
Revision Dates:

POLICY:

Each school will maintain an inventory of all equipment and furniture.

PROCEDURES:

1. The school Principal will develop procedures for providing an annual inventory of equipment and furniture within his/her school.
2. The inventory shall be recorded on the CISND Inventory Form.
3. A copy of the inventory will be forwarded to the Superintendent and to the Diocesan Finance Office at the end of each school year.