

FORT LA BOSSE SCHOOL DIVISION

TITLE - **MATERIAL AND EQUIPMENT RECORDS AND REPORTS** POLICY - **EDD**

Cross Reference -

Resolution # - 37/18

Legal Reference -

Last Reviewed - 26/02/18

Each school and other designated site/sector will keep and maintain records of the equipment that they receive that must be recorded for inventory purposes. In the interests of minimizing the record keeping task, a file of copies of all the original invoices for items received will suffice as a satisfactory inventory file.

The Division Office will keep and maintain a record of all the equipment received by the Division that must be recorded for inventory purposes. To assist in this process, all the original invoices must be forwarded to the Division office as soon as possible following the delivery and acceptance of any items.

