

Administrative Procedure 511

FIXED ASSET LIST

Background

There is a need to control and monitor a current list of non-consumable items within operating locations and facilities. As such, inventory lists shall be maintained.

Procedures

1. Each Principal/Manager shall ensure that a list of non-consumable items within that location is updated by June 30 of each fiscal year. The list must be forwarded to the Secretary-Treasurer by July 15.
2. Non-consumable items are defined as value in excess of \$5,000.00
3. The fixed asset list must include the following information:
 - 3.1 Description of item;
 - 3.2 Physical location (room number);
 - 3.3 Model and serial number, brand name if applicable;
 - 3.4 Supplier and purchase price; and

Reference: Section 60, 61, School Act