



FINANCIAL PROCEDURES

Inventory Records 6200

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.

Date Approved: April 2015
Date(s) Revised:
Date Reviewed: December 2020