



## 602.4AP Inventories

**APPROVED:** 2025.06.18 (2020.01.15) (2013.09.18) (2003.08.20)

**AMENDED:** 2025.06.09 (2020.01.13) (2012.08.15)

**REVIEWED:** 2025.06.18 (2020.01.13) (2007.03.21)

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### CROSS REFERENCE:

- [602BP Financial Matters](#)
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### PROCEDURES:

1. Principals and site managers shall maintain an electronic record of portable assets (eg. electronics, and musical band instruments sports equipment, vehicles, photocopiers etc.), which shall include, where possible, the following information:
  - 1.1 item name/description/quantity/model/serial number;
  - 1.2 purchase date;
  - 1.3 and purchase price
2. In lieu of the above, in June of each year the school principal or designate may instead do a video walkthrough of their school to capture all items of value and store the video in Google Drive in the event of theft or an insurance loss.