

<b>SEVEN GENERATIONS CHARTER SCHOOL</b>	SECTION:    PROPERTY
	TITLE:        706 – PROPERTY RECORDS
	ADOPTED:    August 8, 2017
	REVISED:

Policy	<p>The Board recognizes that adequate property records and inventory records must be maintained on all equipment, buildings, and physical property under school control.</p> <p>The Board directs that a complete inventory be maintained by physical count of all school-owned equipment and that property records be maintained of all buildings and grounds under the control of the school. Such records shall be updated at intervals that coincide with property insurance renewal.</p>
Delegation of Responsibility	<p>The CEO or designee shall ensure that inventories of equipment are systematically and accurately recorded, updated and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis.</p>
Guidelines	<p>Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mis-location or depreciation; any major loss shall be reported to the Board.</p> <p>Records of consumable supplies shall be maintained on a continuous inventory basis</p> <p>No equipment shall be removed for personal or non-school use, except in accordance with Board policy.</p>