

Property Inventory

The Secretary Treasurer or designate shall be responsible for maintenance of property inventory. They shall set out administrative procedures for Supervisors and School Administrators to ensure inventory maintenance.

Ownership

The Division claims sole ownership when purchases are made by the community (i.e. individuals, School Councils, etc.), and placed in the school complex.

When purchases are made, either individually or jointly, school administrators will record the transaction and notify Regional Office, providing a description of the asset as well as the serial numbers. Regional Office will maintain a central registry and place the necessary insurance on the equipment.

- Pembina Hills Public Schools is the “owner” of all physical assets.
- By virtue of School Based Management, the School has the opportunity to sell the assets and to use the proceeds in their school.
- The asset must be sold in accordance with Division procedures, which states all assets for sale must be advertised publicly or sold at an auction.
- The proceeds will be credited to the school’s Miscellaneous Revenue account.

Reference

[AP 70-09 Disposition of School Equipment and Furniture](#)