

**SCHOOL DIVISION PROPERTY ACQUISITION, INVENTORY  
AND DISPOSAL PROCEDURES**

The Secretary-Treasurer has responsibility and authority for the acquisition, inventory, and sale of Division property within the parameters outlined in the job description of the Secretary-Treasurer.

Although the selection of supplies and equipment is delegated to other administrators in many cases all purchases **shall** be by purchase order, contract, or tender and require the signature of the Secretary-Treasurer or his designated alternate.

A system for maintaining an accurate record of current equipment or inventory list shall be maintained under the supervision of the Secretary-Treasurer.

When Division property is no longer required, the Secretary-Treasurer shall determine whether the material in question has a saleable value and if so arrange for its sale. If the material does not have a saleable value the proper disposal of the material shall be determined by him.

Approved September 1, 1977  
Revised October 18, 1994