



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY Inventory

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

Keeping Record of all Supplies Purchased, Received and Issued by the School

SYSTEM

- Inventory forms should be designed by the school to record movement of all supplies.
- Each coordinator of a code, e.g. sports; first aid; scholar patrol etc. should keep an inventory of supplies up to date.
- The caretaker should monthly update an inventory of all the furniture and equipment in classrooms, the administration building and the rest of the school.
- A stock committee should check the school's stock. The committee should consist of a member of the School Governing Body (SGB), educators involved in the updating of different inventories, the financial officer at the school, as well as the caretaker.
- Although the principal delegated the updating of inventories, he or she and the SGB remains responsible for the school's inventory.
- The SGB should ensure that all the school's supplies are kept safely.
- The inventory committee should inform the principal and the SGB regarding broken items. The writing off of such items should be the responsibility of the SGB.
- Coordinators of inventories should update the necessary record for inventory received and signing out of supplies.

- If supplies are lost this should immediately be brought to the attention of the principal and the stock committee.
- When theft of inventory occurs the principal should contact the police.
- After the theft reports have been issued by the police, the principal should submit the report to the EMSC.
- After the theft the inventory should be adjusted accordingly.
- Shortfalls and excess in supplies should also be recorded.
- Any newly appointed coordinator of inventory should check it together with the current incumbent and sign for it.

Stock forms should contain the following information and any other information the school requires:

- Description of Item
- Opening Stock
- Quantity and Date Received
- Quantity in Stock

- Quantity and Date of Issue
- Name of Requestor
- Quantity Issued
- Signature of Requestor
- Balance in Stock

