No. 2 little Street
Ermelo
Mpumalanga
2350

+27 60 289 9979
+27 61 615 5991
blessedperfectacademy@gmail.com

INVENTORY POLICY

AIM:

This policy is aimed at keeping record of all supplies purchased and received by the school.

METHOD:

- Inventory forms should be designed by the school for supplies to be recorded on.
- 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 Management (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 stock.
- The SGB should ensure that all the school's supplies is kept safely.
- The stock committee should inform the principal and the SGB regarding broken stock and the writing off of such stock should be the responsibility of the SGB.
- Coordinators of inventories should update the necessary form for the checking in and signing out of supplies.
- If supplies are lost it should immediately be brought to the attention of the principal and the stock committee.
- When theft of stock occurs, the principal should contact the police.

- After the theft report has been issued by the police, the principal should submit the report to the SGB.
- After the theft the inventory should be adapted accordingly.
- Shortfalls and excess in supplies should also be recorded.
- Any newly appointed coordinator of an inventory should check it together with the currently responsible person and then sign it.

This policy was adopted by the School Management on _____

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed_____ Date: _____
School Management

Signed_____ Date: _____
Principal

Signed_____ Date: _____
Educator Representative

PRIMARY
INVENTORY

DESCRIPTION	TOT.	RECEIVER'S INITIAL & SURNAME	TOTAL RECEIVED	DATE OF ISSUE	SIGNATURE	RETURN DATE	TOTAL RECEIVED	CHECK SIGNATURE