

**BUSINESS OPERATIONS
INVENTORIES**

Inventories

The Director of Finance and Operational Services shall maintain an accurate and complete inventory of all buildings, fixed equipment and contents and their value, in order to offer proof of loss in the event of an insurance claim and to provide a continuous chain of accountability.

Property shall be inventoried by physical count every three years, and valuations shall be determined in conformity with insurance requirements. In the intervening years, the property and stock records shall be updated by reference to purchase orders and withdrawals.

Authority: BD 6/84
BD 1/03

Technical Change: 7/91
9/10