



European School LLC

შპს ევროპული სკოლა

# Inventory Management and Replacement Policy



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# Inventory Management and Replacement Policy

## 1. Purpose

The purpose of the Inventory Management and Replacement Policy is to ensure the effective use, regular renewal, and adherence to high safety standards of school infrastructure and resources, contributing to the improvement of the educational process and the well-being of students and staff.

## 2. Scope of the Policy

The policy applies to all types of inventory, including:

- Educational equipment (laboratory tools, technological devices).
- Library resources.
- Furniture and equipment (tables, chairs, cabinets).
- Sports and physical education equipment.
- Office technology and services.

## 3. Key Principles of the Policy

1. **Inventory Maintenance:** Inventory must be properly protected and maintained to maximize its service life.
2. **Regular Inspection:** Inventory inspections will be conducted annually and as needed.
3. **Budget Planning:** The replacement plan for inventory must align with the school's budget and available resources.

## 4. Inventory Management Processes

1. **Inventory Registration:**
  - All new inventory must be registered in a relevant database, detailing its type, purchase date, and service life.
2. **Monitoring and Inspection:**
  - Regular physical condition checks of the inventory will be conducted annually and as needed.
  - If inventory is damaged prior to scheduled inspections, the administration must be informed immediately. After assessing the damage, it will be determined whether the item will be repaired or replaced.
  - A formal report must be prepared for decommissioned inventory.
3. **Defining Replacement Cycles:**
  - Replacement cycles will be determined based on frequency of use, physical condition, and functional necessity. Clear criteria for prioritizing replacements must be established and communicated.
4. **Removal of Damaged or Outdated Inventory:**
  - Inventory that no longer meets safety or efficiency requirements must be promptly removed from use.

- The Procurement and Logistics Department is responsible for supplying new inventory and managing the decommissioning or storage of old inventory.
- The purchase of new inventory or replacement of old inventory must be approved by the Administrative Manager. All purchase requests must be submitted in writing, and written approval must be obtained before proceeding with any procurement.

## **5. Replacement Plan**

### **1. Priority List:**

- Priority will be given to inventory requiring immediate replacement.

### **2. Financial Plan:**

- Allocated budget must be distributed according to inventory replacement priorities.

## **6. Responsibilities**

### **1. School Administration:**

- Monitoring policy implementation, allocating resources, and overseeing the replacement process.

### **2. Staff:**

- Regularly monitoring inventory condition and notifying the administration of needs.
- Reporting damaged or outdated inventory.

### **3. Students:**

- Proper use of inventory and avoiding damage.
- Reporting any damage or safety concerns to staff immediately.

### **4. Procurement and Logistics Department:**

- Responsible for supplying new inventory and managing the decommissioning or storage of old inventory.
- Coordinating inventory purchases and replacements with the Administrative Manager. All purchases must be formally requested and approved in writing.