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| <p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p> | <p>Code: DID</p> |
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INVENTORIES

An inventory of furniture and equipment in each school shall be prepared and kept up-to-date on a yearly basis by the principal or designate. A copy of the newest revised inventory shall be sent to the office prior to December 31th of any year and will be kept on file in the Division Office.