EC Equipment and Supplies Management

The superintendent and administrators shall keep up-to-date inventory

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records on all equipment and supplies.

Receiving

All packing lists will be checked against all invoices for accuracy by the

superintendent or person responsible for receiving supplies.

A quantity control system is needed in order to prevent shortages or

mismanagement of district-owned equipment or supplies. The system shall be

kept up-to-date and be accurate enough to provide information for budget

preparation each year.

Upon verification by the purchasing agent that receivables are in order,

the merchandise shall be sent to the appropriate location as soon as possible.

Each building principal shall be responsible for the allocation or storage of all

supplies and equipment. If the items cannot be delivered to the proper

destination, they will be stored in an appropriate storage area.

Back orders shall be filed with the invoice and attached to the purchase

order. Periodic checks shall be made to determine whether back orders have

been filled and delivered.

Approved: 7/10/17

KASB Recommendation - 4/07; 11/16; 7/17

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