

*Supplies*

The Business Manager, building principal, or their designee(s) shall ensure adequate amounts of supplies are available at all times through the initiation and distribution of supply orders and the maintenance of supply inventories.

When practical, supplies shall be purchased centrally and delivered to the individual buildings. Staff members requesting the purchase or replenishment of specific supplies shall direct such requests to the Business Manager, building principal, or designee, as appropriate.

Adopted: September 10, 1973  
Revised: November 22, 1982  
Revised: January 24, 1994  
Revised: February 27, 2006  
Revised: January 22, 2018