

Supplies

School Supplies

Control of all school supplies and their distribution to instructors and other school employees shall rest with the principal or designee of each school. The supplies shall be distributed pursuant to itemized requisitions by teachers and staff and at specific times.

Non-school Supplies

The Business Manager or designee is responsible for seeing that non-school supplies are available in adequate quantities for the effective and efficient operation of the District. Non-school supplies include, but are not limited to, administrative, maintenance, custodial, technology and transportation supplies.

Custodial supplies for each building shall be delivered to and stored in that particular building. Custodial supervisors shall routinely monitor stock to ensure custodial supplies are available in adequate quantities to maintain a safe and healthy environment throughout the District. Custodial supplies shall be replenished as needed by the Maintenance Department using District requisition forms.

Ordering and Inventories

Department chairs, team facilitators and principals shall submit to the Purchasing Office requests for supplies on properly completed requisitions. Orders shall not be placed until the department chairs, team facilitator or principal has received an approved purchase order. In collaboration with the department chairs, team facilitators, principals, and the Purchasing Office, the Business Manager or designee shall keep an accurate record of the use of supplies and a current inventory of stock on hand. The inventory shall be used to determine the adequacy of supplies and to detect excess accumulation of supplies.

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