

LAKE FOREST BOARD OF EDUCATION	Last Reviewed: February 9, 2023
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MATERIALS AND EQUIPMENT MANAGEMENT

Conscientious efforts will be made in the management of purchasing resources to exercise efficiency and demonstrate fiscal responsibility. The Chief Custodians and Administrators will ensure supplies, materials and equipment will be readily available when needed.

The Superintendent or designee will issue regulations as necessary for the control of supplies, materials and equipment. Controls will include a continuing inventory list of equipment, records of maintenance for major items, and records of materials/equipment assigned to designated staff members in all buildings.