

Business Procedures

Series 800

Policy Title Receiving Supplies & Equipment Code No. 803.4

Whenever physically possible, all supplies and equipment purchased in the name of the school district shall be cleared through the purchasing department. Whenever this procedure is impossible and/or impractical, the purchasing department shall be notified by the school personnel receiving such equipment, supplies, and services that such have been delivered.

It shall be the duty of the purchasing department to certify to the accounting department the receipt of all equipment, supplies, and services.

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Reviewed 5/16/16
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