EC Equipment and Supplies Management

The superintendent or designee shall keep up-to-date inventory records

EC

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 or designee 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: 7/24/17

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

©KASB. This material may be reproduced for use in USD 231. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.