

EC EQUIPMENT AND SUPPLIES MANAGEMENT

EC

The superintendent or designated representative will keep up-to-date inventory records on all equipment and supplies.

Adequate equipment and consumable supplies will be kept by the district in either the central office storehouse or in each attendance center as the case may be.

Receiving

All packing lists will be checked for accuracy against all invoices as merchandise is received.

Equipment Maintenance

District-owned equipment will be checked for malfunctions upon purchase and on a periodic basis. Necessary repairs will be made as quickly as possible.

APPROVED: August 6, 1973

REVIEWED: May 8, 2000

REVIEWED AND APPROVED: December 12, 2011

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A quantity control system is encouraged in order to prevent shortages or mismanagement of district-owned equipment or supplies. Such system should be kept up-to-date on a monthly basis and should be accurate enough to be the basis for budget preparation for such items each year.

Receiving

Upon proper verification by the purchasing agent or designated representative that receivables are in order, the merchandise should be sent to the appropriate attendance center as

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soon as possible. At this point they will be entered in the prescribed inventory. Each building administrator or designated representative shall be responsible for the allocation or storage of all such supplies and equipment. If the items cannot be delivered to the proper destination, they will be stored at the central office storage area until deliverable.

Back orders should be properly filed with the invoice and attached to the purchase order. Periodic checks should be made to determine whether back orders have been filled and delivered.

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