

ORGANIZATION OF EQUIPMENT, MATERIALS AND SUPPLIES SERVICES

Policy Code:

6510

MANAGEMENT

The superintendent is responsible for providing centralized services for purchasing, receiving, storing and maintaining equipment, materials and supplies. Such services will be provided in a manner consistent with board goals.

The superintendent or designee will make reasonable efforts to be informed and implement progressive practices in managing equipment, materials and supplies services. Conscientious efforts will be made in the management of these resources to achieve efficiency and economy through centralized and bulk purchasing when this is consistent with available storage and distribution facilities. Good management also requires that needed supplies, materials, equipment, and spare parts be readily available when and where needed, but that space not be used for housing unnecessary inventory. The superintendent will develop administrative procedures for providing and using centralized services and will monitor compliance with these procedures.

RECORD KEEPING

The superintendent or his or her designee is responsible for maintaining proper records in accordance with accepted business standards and any legal requirements. These records include inventory records, receiving and distribution records, and equipment maintenance records at the district and school levels.

ISSUANCE OF EQUIPMENT, MATERIALS AND SUPPLIES

Any person, including principals, teachers, other personnel or students, who has been issued equipment, materials or supplies owned by the local board is responsible for such items. Responsibilities include being able to account for the item, maintaining and using the item in a prudent manner, and storing the item in a reasonably safe and secure place.

Legal References: G.S. 115C-36

Cross References: Goals of Equipment, Materials and Supplies Services (policy 6500), Use of Equipment, Materials and Supplies (policy 6520)

Adopted: March 11, 1999