

RECEIVING SUPPLIES AND EQUIPMENT

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

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

Approved: Feb. 11, 1985  
Reviewed: Aug. 24, 2005  
Revised: Jan. 12, 1998