

BUS10.7 - Materials and Equipment Management

B - Business

Objective:

The district shall manage the procurement, storage, and distribution of supplies and equipment to ensure the efficient operation of all schools and departments.

1. Central Purchasing and Warehousing:

A district warehouse will store and distribute supplies and equipment, and all materials required for instruction, business, and custodial operations will be requisitioned from the warehouse when available.

2. Inventory Control:

The district will maintain an accurate inventory of furniture and equipment valued over \$1,000. Surplus property will be reassigned as needed or disposed of in accordance with district policies.

Legal References:

- Arizona Revised Statutes (A.R.S.) 15-213