

# BUS10.7 - Materials and Equipment Management

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## B - Business

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### **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