

Policy of the Lancaster Board of Education

Support

EQUIPMENT AND SUPPLIES MANAGEMENT

Equipment and supplies are purchased through a system of requisitions and purchase orders in a procedure previously outlined. Office equipment is serviced and maintained through service contracts provided by the vendor or supplier. Service contracts are negotiated and signed by the administrator.

The Principal supervises the maintenance of instructional equipment. He/she may requisition replacement parts and arrange for equipment repair. He/she also has the responsibility for maintaining proper inventory records of instructional equipment in his/her building.

The Principal has the responsibility of receiving, storing and distributing equipment and instructional material ordered for his/her building. Receipt of equipment and instructional material should be noted on the staff copy of the purchase order and forwarded to the bookkeeper.

Operational equipment and supplies are supervised by the school administrator or his/her assistant. The administrator is the authorized agent for purchasing equipment and supplies for operation and maintenance.

Approved:

