

Descriptor Term: ORGANIZATION OF EQUIPMENT, MATERIALS AND SUPPLIES SERVICES Descriptor Code: 6.5100

Legal References: G.S. 115C-36

Cross References: 6.5000 Goals of Equipment, Material and Supplies Services; 6.5200 Use of Equipment, Materials and Supplies

A. MANAGEMENT

The superintendent shall provide 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 of and to 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 and that space not be used for housing unnecessary inventory. The superintendent shall develop administrative procedures for providing and using centralized services and monitor compliance with these procedures.

B. RECORD KEEPING

The superintendent or designee shall maintain 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 system and school levels.

C. ISSUANCE OF EQUIPMENT, MATERIALS, AND SUPPLIES

All individuals, including principals, teachers, other personnel and students, are responsible for any board-owned equipment, materials or supplies they have been issued. Responsibilities include accounting for items, maintaining and using items in a prudent manner, storing items in a reasonably safe and secure place and paying for the replacement of or repair to any item damaged.