

Clatskanie School District 6J

Code: **ED**
Adopted: 4/23/07
Readopted: 4/22/13
Orig. Code(s): ED

Material Resources Management

The director of business services, subject to the direction and supervision of the superintendent, will establish such procedures as are necessary for ordering and receiving the district's supplies and equipment. Principals will provide an annual inventory of building supplies. The director of business services will maintain a master inventory. A report will be made to the superintendent and Board after the inventory is completed.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Cross Reference(s):

DJ - District Purchasing
DID - Property Inventories