

Lowell School District 71

Code: **ED**
Adopted: 10/27/08
Readopted: 5/19/14
Orig. Code(s): ED

Material Resources Management

The respective manager, subject to the direction and supervision of the superintendent, will establish such procedures as are necessary for receiving, storing, maintaining and controlling the district's supplies and equipment. Such procedures will include provision for an annual inventory of supplies and equipment. A report will be made to the superintendent and Board after the inventory is completed.

Building administrators will be responsible for district materials housed within their individual buildings and/or areas.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Cross Reference(s):

DJ - District Purchasing
DID - Property Inventories