

Multnomah Education Service District

Code: **IFAA-AR(1)**
Revised/Reviewed: 5/23/94; 2/11/11
Orig. Code(s): 5341-1; 5342.1

MESD Developed/Owned Products

Products provided to component districts shall have a higher priority than providing products to other organizations or individuals.

Department directors shall approve the sale of MESD products consistent with applicable Board policies and administrative regulations.

Distribution of product sales responsibilities:

1. A request for approval for proceeding with the sale of proposed products will be submitted to the department director by using the "Checklist for Approval to Sell an MESD Product" unless an exception has been made by the department director.
2. Revenues and expenses will be accounted for in program accounts as assigned.
3. Unless altered by the superintendent, 90 percent of all product gross sales revenue will be credited to the appropriate program budget. The remaining 10 percent will be credited to the MESD Operations account.
4. The department director will maintain an accurate accounting of each product's expenses and revenues. Revenue and expense reports shall be submitted to superintendent annually, and/or as requested.
5. Product sales and expenses that can be anticipated and/or approved for the following fiscal year will be budgeted for in the budget process by the department director to establish the authorization to spend.
6. If a supplemental budget is necessary, the resolution will be drafted by the department director and submitted to the director of business services.
7. Orders for printed materials will be directed through a centralized position.