

**Prairie City
School District 4**

Code: **ED**
Adopted: 11/9/92
Readopted: 06/14/06

Material Resources Management

The superintendent's secretary, 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.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Cross Reference(s):

DID - Property Inventories