

**Saint Helens  
School District 502**

Code: **ED**  
Adopted: 2/25/02  
Readopted: 5/14/07  
Orig. Code(s): ED

**Material Resources Management**

The business 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. This information will be supplied to the district auditor for inclusion in the annual district audit.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)