

MATERIALS AND EQUIPMENT MANAGEMENT

Code **ED** Issued **8/04**

Purpose: To establish the basic structure for management of district materials and equipment.

The superintendent is responsible for overall supervision of materials and equipment management. This includes purchasing, receiving, storing and maintenance.

All equipment and supplies in instructional areas (classrooms, labs, instructional storage areas, libraries, gyms and other areas deemed by school administration) will be used solely for instruction purposes. Principals may designate non-instructional areas (lounges, work areas, offices and other areas deemed by school administration) as proper places for noninstructional or personal use equipment and supplies such as microwaves, refrigerators, stoves, appliances, coffee machines, etc.

The superintendent will develop procedures for managing equipment and supplies.

Adopted 4/16/85; Revised 8/13/91, 1/92, 2/12/02, 8/10/04

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-19-130 - Acquisition of supplies and equipment.
 - 2. Section 59-19-140 - Use of equipment.