

EQUIPMENT AND SUPPLIES MANAGEMENT
RECEIVING AND WAREHOUSING

CMA
(LOCAL)

The District shall maintain a central warehouse responsible for warehousing, shipping, reordering, receiving, and maintaining an inventory for all supplies used on a repetitive basis by all departments of the District. A catalog listing items available in the warehouse shall be furnished to the schools and the various departments.

Administrative procedures shall be developed for requisitioning, delivery schedules, internal mail deliveries, specifications, and involvement by other departments.