

EQUIPMENT AND SUPPLIES MANAGEMENT
RECEIVING AND WAREHOUSING

CMA
(LOCAL)

The District shall maintain a central warehouse operation that will be 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 the items available in the warehouse will be furnished to the schools and the various departments.

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