

P3350 RECEIVING DELIVERED MATERIALS FROM THE SUPPLY DEPARTMENT

BOARD POLICY:

The Division Director of Operations is responsible for the efficient and timely processing and distribution of all materials delivered by Supply Department trucks. The building principal is responsible for the acceptance of all materials delivered by Supply Department trucks.

Administrative Implemental Procedures:

1. All supplies, groceries, and frozen items shall be double-checked for proper description and correct count or weight before being scheduled for delivery.
2. At the time of delivery, all items must be acknowledged by a package count and the signature by the building principal or designee.
3. It shall be the responsibility of the building principal or designee to check the delivery within 24 hours, excluding those days school is not in session during the regular school term.
4. All deliveries during the summer vacation months shall be checked as soon as possible, but in no event later than the first day of the new school term.
5. Delivery of items from the established receiving area within the school to the user shall be the assigned duty of a designated custodian.
6. Returns policy:
 - a. Stockroom purchases returned for credit must be received within three months of delivery date accompanied with a copy of the delivery ticket. No credit will be issued for printed forms or items purchased with funds from a previous budget year.
 - b. Return of purchase items with a value of \$50 or greater must be received within three months of delivery date. The requester shall be responsible for vendor shipping and restocking fees. It shall be the responsibility of individual sites to return items purchased with activity funds or petty cash to the vendor.
7. Delivery schedules for mail, supplies, groceries, and frozen items will be sent to all building principals at the beginning of each school year.
8. In an emergency, building principals may pick up supplies at the Supply Center.

Administrative Responsibility: Operations Division - Supply

Latest Revision Date: January 2012

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