

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-WLS-ALL-0165(EFM) Subject: Equipment and Supplies

Effective Date: 11-02-87 Last Revision: 12-1-17

Person Responsible: Children's Services Director

Approvals/Date: Brent Ben 12-14-17 Jaraine Slick 12.14.17
Superintendent, WCBDD Date Department Director Date

PROCEDURE

1. At the end of each school year, staff will submit requests for purchase of new equipment, supplies and materials for the next school year using the Request to Purchase form 03-ALL-ALL-0066.
2. If additional equipment, supplies and materials are needed during the course of the school year, a written Request for Purchase form must be submitted, with rationale for immediate need. The Director of Children's Services will provide staff with written notice of approval or disapproval within thirty calendar days of request.
3. Instructional supplies from the west wing supply room are available to all staff.
4. Supplies from the office supply room shall be requisitioned through the school secretary using the Requisition form 03-WLS-ALL-0884. The secretary shall keep a record of supplies used. Requisitions shall be made at least three (3) working days in advance of need.
5. Reservation/removal of audio/visual equipment from the copy room is to be recorded on the yellow tag attached to the equipment before use.
6. All audio/visual equipment shall be returned to the school on the time and date stated on the sign-out yellow tag
7. Equipment in need of repair shall be reported to the Children' Services Director using the Repair Work Order form 03-ALL-ALL-0885. The staff member making the request will also complete and attach the Application for Repair or Disposal of Board Owned Equipment and Appliances form 03-ALL-ALL-0358 to the piece of equipment needing repair.

Form: 03-ALL-ALL-0066
03-ALL-ALL-0358
03-ALL-ALL-0885