

Procedure for Purchase of Instructional Supplies and storage of instructional supplies

1. The instructor completes a requisition with a request for instructional supply with a quote.
2. Each purchase order is approved by the director. Recommendations for purchase are encouraged from Advisory Committees or other state agencies in the field.
3. A purchase order will be generated and sent to the vendor to be processed.

Storage Procedures

1. Classroom instructional supplies are stored in each individual lab.
2. Each lab has sufficient storage for supplies and materials needed for instruction.
3. Technology supplies are loaded to the school server and/or the instructors computer with a master copy stored in the technology office.

Classroom Supplies

1. The warehouse manager is responsible for stocking and procuring classroom supplies for each program.
2. Each program has a budget that allow purchases from the warehouse.