

MATERIAL RESOURCES MANAGEMENT

The physical management of materials, supplies, and equipment – both instructional and non-instructional – falls in the area of business operations and thus shall be the general responsibility of the business manager.

Conscientious efforts shall be made in the management of these resources to achieve efficiency and economy through centralized and bulk purchasing, when this is consistent with available storage and distribution facilities. Good management also requires that needed supplies, materials, equipment, and spare parts be readily available when and where needed, but that space not be used for housing unnecessary inventory.

In his/her supervision of materials resources, the business manager shall establish regulations as necessary for the control of equipment, materials, and supplies, on a system wide and school basis. Controls shall include a continuing inventory list of equipment, records of maintenance for major items, and records of materials/equipment assigned students or staff members for personal use.

Current practice codified 1975

Adopted: Date of manual adoption

Department of Public Schools, Augusta, Maine