

Non-Instructional Operations

Series 700

Policy Title: Receiving Supplies and Equipment

Code No. 705.4

Whenever physically possible, all supplies and equipment purchased in the name of the Marshalltown Community School District shall be cleared through the purchasing department. Whenever this procedure is impossible and/or impractical, the purchasing department shall be notified by the school personnel receiving such equipment, supplies, and services that such has been delivered.

It shall be the duty of the purchasing department to certify to the accounting department the receipt of all equipment, supplies, and services.

Adopted: Fall 1969

Legal Reference: (Code of Iowa)

Reviewed: January 4, 2010
October 19, 2015

Amended:

Cross Reference: