

LODI UNIFIED SCHOOL DISTRICT

Policy 3560

Business and Non-Instructional Operations

Warehousing

There shall be a central "stores" or warehouse which will stock ordinary school supplies and custodial supplies. A special "stores" requisition is to be issued for all requests. A warehouse list is furnished to each school. Cost to schools shall be actual cost plus handling charge.

Inventory

Regular and frequent inventories shall be conducted of all stores accounts. A comprehensive inventory shall be conducted annually.

Distribution

Supplies shall be distributed from the central warehouse in accordance with procedures established by the Business Office.

Policy
adopted: 05/11/67
revised: 09/02/97 (renumbered from 3610)

