MATERIALS AND EQUIPMENT MANAGEMENT

The purchasing, receiving, and distribution of supplies, materials and equipment shall be according to procedures established by the business administrator.

Each district-owned textbook shall be duly inventoried and a record maintained of the number purchased, date issued, and the name of the student to whom it was issued.

When equipment and textbooks are deliberately or unduly damaged by a student, they shall be assessed the value of the item.
INVENTORY AND MAINTENANCE OF INSTRUCTIONAL MATERIALS

This procedure has been initiated to identify books purchased by the Salem School District and an inventory of all books purchased. When a purchase order is approved, the information is placed in the computer and labels are printed. The label will identify the book, assign a number, and provide other essential information.

The book labels will be sent to each school with the pink slip indicating the order has been placed. Each school shall attach a label to the inside front cover of each book. Teachers are expected to record the book number which appears on each label and to identify the student to whom the book is issued.

Labels may be removed; therefore, if teachers wish to place the book number in ink on the front cover for a more permanent record, they should feel free to do so. The procedure should be as follows:

1. Place proper labels on the book cover of each book received.
2. Have each teacher record in a rank book, or otherwise, student name, book, and book number assigned to that student.
3. When books are collected, check to determine those students who have returned the proper book, and those students who failed to return the proper book.
4. If student has destroyed or lost a book without legitimate explanation, a list should be given to the building administrator.
5. Building administrator should recover from the parents the cost of any book which is lost without satisfactory explanation.