

**MESSALONSKEE SCHOOL DISTRICT (MSAD 47)**

**File: ED**

**MATERIAL AND EQUIPMENT MANAGEMENT**

The physical management of materials, supplies, and equipment, both instructional and non-instructional, falls in the area of business operations.

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 supervision of material resources, the regulation shall be established 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.

Equipment which is no longer serviceable or for which the district no longer has a need shall be disposed of by the Superintendent of Schools or his designate using appropriate business procedures.

Date of Adoption: November 4, 1981

Reviewed: November 1999

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