

# **Garnet Career Center**

## **Purchasing and Storing Instructional Supplies**

### **Procedure**

#### **Goals & Objectives**

Garnet Career Center strives to keep up-to-date instructional supplies available for all staff, faculty, and students. All instructional supplies need to support the programs offered. Departmental/program budgets are used for the purchase of these supplies. Supplies are stored in each respective department for easy access by faculty and students.

#### **Overview**

Teachers and department chairs will determine the instructional supplies needed per semester. They will coordinate the purchasing of supplies with the principal and the school secretary. Once supplies have been received, each department will store supplies in their respective departments for easy access by faculty and students. Staff will keep a perpetual inventory of supplies so additional items are purchased as necessary.

#### **Step-by-Step Instructions**

1. Teachers will review the list of items made available to the school through the county designated vendors.
2. A preliminary purchase requisition will be completed and submitted to the department chair and principal.
3. After approval, a purchase requisition for the order is then given to the school secretary.
4. School secretary requests approval to order from the school administrator.
5. School secretary submits the order to the appropriate person/department or vendor.
6. When supplies are received, the department chair/teachers will verify the order.
7. All supplies will be stored in the appropriate areas of each department.

#### **Personnel Responsible**

Department chairs, teachers, and school secretary

#### **Evaluation**

At the end of each semester, the teachers will evaluate the purchases, purchasing process, and storage of instructional supplies. If any changes or modifications need to be made, this can be addressed as needed.