

# Series 800 – Business Procedures

Policy Title: RECEIVING SUPPLIES AND EQUIPMENT

Policy Code No. 803.4

---

It shall be the duty of the department supervisor or the building principal to certify to the Business Office the receipt of all equipment, supplies, and services.

Date of Adoption      08/28/1989

Review Date            01/10/2011

Revision Date

Legal Ref.:    Iowa Code § 279.8.

Cross Ref.: