Policy Title: **Receiving Supplies and Equipment** Policy Code No. **705.5**

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.

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| Date of Adoption | 08/28/1989 |
| Review Date | 07/11/2016 |
| Revision Date | 07/11/2016 |

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| Legal Ref.: | Iowa Code § 279.8. |
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| Cross Ref.: |  |