

**Policy Title: Receiving Supplies and Equipment**

**Policy No: 803.04**

When school supplies and equipment are delivered to the various schools and departments in St. Maries Joint School District No. 41, the building principal, secretary, coordinator, or supervisor shall check the shipment received against the invoice and/or packing slip for accuracy. Appropriate staff should return the invoice and packing slip together with a copy of the purchase order to the District Office. All discrepancies shall be listed so that appropriate action can be taken.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	01/20/1975
Reviewed:	08/20/1987
Amended:	08/20/1987
Reviewed:	08/04/2008