

Delaware Area Career Center

PLAN FOR THE PURCHASE AND STORAGE OF INSTRUCTIONAL SUPPLIES

OBJECTIVE

To provide an efficient system for ordering and storing instructional material while assuring optimal economy and equitable distribution of shared budgetary funds.

PROCEDURES FOR PURCHASE OF INSTRUCTIONAL SUPPLIES

Each program has a budget that allow purchases of instructional supplies. Adjustments to a program-based budget may be granted if a request is sent to the Director of Adult Operations.

The instructor completes a requisition with a request for instructional supplies with a quote. Each purchase order is approved by the Director of Adult Operations. Recommendations for purchase are encouraged from Advisory Committees or other state agencies in the field. If approved, a purchase order will be generated and sent to the vendor to be processed.

In some situations an open purchase order system is used to expedite the purchase process. This is most often used with vendors from which multiple purchases are expected.

Credit cards are also available to instructors to facilitate online purchases or to expedite the acquisition process.

PROCEDURES FOR STORAGE OF INSTRUCTIONAL SUPPLIES

Classroom instructional supplies are stored in each individual lab or classroom. Each lab or classroom has sufficient storage for supplies and materials needed for instruction. Technology supplies are loaded to the school server and/or the instructor's computer with a caster copy stored in the technology office.