

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2575-2</b>
<b>SUBJECT:</b>  <b>REPAIR/MAINTENANCE OF INSTRUCTIONAL AND OFFICE EQUIPMENT</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 11/15/86; 08/01/96</b> <hr/> <b>PREPARING OFFICE: BUSINESS SERVICES</b>

**I. PURPOSE:**

To establish procedures for the repair/maintenance of equipment.

**II. PERSONNEL AFFECTED:**

All personnel responsible for affecting the repair/maintenance of equipment.

**III. PROCEDURES:**

**A. Items which cost less than \$75 are considered a supply and will not be repaired.**

**B. Outside Repair**

- 1. Request for repair/maintenance of equipment by an outside firm will be made by telephone to the Business Office, telephone 575-6180.**
- 2. The Business Office will make the arrangements with the proper firm to do the necessary repair/maintenance.**
- 3. Schools will not make direct contact with outside firms for repair/maintenance to be paid out of district funds.**
- 4. General requisitions and purchase orders for payment will be made by the Business Office.**
- 5. Expenditures will be posted by data processing showing monthly expenditures by schools.**

**C. In-House Repairs**

The building administrator or the administrator's designee may order parts for repair/maintenance of equipment by submitting a general requisition through the general director of instruction and learning.

The following identifying numbers should be used on requisitions:

Elementary.....	01	3230	1011300
Middle Schools.....	01	3230	1011400
Senior High Schools.....	01	3230	1011500
Middle School Home Economics.....	02	3230	***1400
Senior High Home Economics.....	02	3230	***1500

- D. Questions in reference to this regulation should be addressed to the general director or the general director of fiscal services.