

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2600-1
SUBJECT: PURCHASING SUPPLIES AND EQUIPMENT FROM SURPLUS PROPERTIES WITH BOARD OF EDUCATION FUNDS	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 03/22/85; 01/15/87; 08/01/96 <hr/> PREPARING OFFICE: BUSINESS SERVICES

I. PURPOSE:

To establish procedures for purchasing items from Surplus Property.

II. PERSONNEL AFFECTED:

All school principals, curriculum and instructional directors, and other administrators.

III. ACQUIRING EQUIPMENT AND SUPPLIES:

- A. Equipment other than furniture will not be purchased without the approval of the director of central services and facilities planning. Typewriters, adding machines, etc., will not be purchased.**
- B. Fill out list of supplies or equipment requested on surplus property forms which are issued at the main office when obtaining your visitor's badge.**
- C. Attach green copy of this form to a General Requisition listing on the requisition the items which you have purchased.**
- D. Submit the requisition through the proper channels to the director of purchasing.**
- E. Purchase Order will be prepared.**
- F. Payment will be made using green copy of the invoice.**

IV. ACCOUNTABILITY FOR EQUIPMENT:

The division or department supervisor shall, in conjunction with any persons purchasing items from Surplus Property, be responsible for proper approval and uses of these items and must be responsible to answer any questions by federal or state officials who periodically check on exact uses and locations of items purchased through Surplus Property.