

Business and Non-Instructional Operations**Building and Grounds Management****Material Resources Management**

The Watertown Unified School District shall provide for efficient purchasing, receiving, warehousing, and distribution of supplies, equipment, and materials to the requirements of all schools. The Superintendent or designee shall establish such management procedures to assure the orderly procurement, storage, distribution, and maintenance of equipment and supplies. A system of record keeping for equipment and supplies shall be developed also in order to meet district and state reporting requirements.

Policy Approved: August 21, 1985

Policy Revised: October 24, 2016