Policy Title: **Receiving Supplies and Equipment** Policy Code No. **705.5**

It shall be the duty of the department supervisor or the building principal to certify to the Business Office the receipt of all equipment, supplies, and services.

|  |  |
| --- | --- |
| Date of Adoption | 08/28/1989 |
| Review Date | 07/11/2016 |
| Revision Date | 07/11/2016 |

|  |  |
| --- | --- |
| Legal Ref.: | Iowa Code § 279.8.  |
|  |  |
|  |  |
| Cross Ref.: |  |