

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Yearly Classroom Supply Request
Revised: February, 1998

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.53(a)(1)

POLICY:

Classroom supplies will be purchased by the Assistant Director for ECD according to needs of each classroom as stated by the Teaching Staff.

PROCEDURES:

1. The Assistant Director for ECD will choose vendors based on supplies available, price comparisons, billing procedures, and history of transactions. Catalogs and blank order forms from these vendors will be distributed to each classroom during the month of February.
2. Teaching teams will take inventory of supplies on hand and fill out order lists according to projected supplies needed for the following year.
3. The order forms will be submitted to the Assistant Director for ECD.
4. The Assistant Director for ECD will meet with the Director and Fiscal Officer for approval of dollar amounts for the orders.
5. The Assistant Director for ECD (after approval) will place orders to chosen vendors for supplies to be delivered directly to classrooms.
6. Upon delivery, teachers will check off all supplies on the original order forms and submit these to the Assistant Director for ECD with a list of all back order items. All shipping and packing forms will be submitted to the Assistant Director for ECD, also.
7. Wal-Mart orders will be purchased during the months of May, June, and (according to the budget) July and August. These supplies will be delivered by FCM's, the Area Managers, or the Assistant Director for ECD.