

BOARD POLICY

Placentia-Yorba Linda Unified School District

Business & Non-Instructional Operations

3325 - BP

RECEIVING GOODS

Supplies and equipment purchased shall be received at the district warehouse when applicable and acknowledged by warehouse staff. Warehouse supplies will be inventoried into the warehouse, and other supplies and equipment will be delivered to the requesting site. New equipment valued above \$500 must be tagged for inventory and recorded as a fixed asset in the district's financial system.

Policy adopted: 2/19/68

Policy revised: 1/13/15