

MATERIALS AND EQUIPMENT MANAGEMENT

Code **ED** Issued **1/03**

Purpose: To establish the basic structure for management of center materials and equipment.

The director is responsible for overall supervision of materials and equipment management. This includes purchasing, receiving, storing and maintenance.

Staff may requisition equipment and materials on special forms from the business office.

The director will develop procedures for managing equipment and supplies.

Adopted 1/27/03

Legal references:

- A. S. C. Code, 1976, as amended:
 - 1. Section 59-19-130 - Acquisition of supplies and equipment.
 - 2. Section 59-19-140 - Use of equipment.