

SCHOOL DISTRICT OF MAYVILLE

654-Rule

SCHOOL STORE OPERATION PROCEDURES

A. Store Merchandise

1. The number and type of items to be sold in the school store will require final approval of the High School Principal.

B. Purchasing, Inventory and Audit Procedures

1. Purchasing procedures and good business practices shall be established and followed explicitly.
2. A daily spot inventory shall be taken of school store sale items and supplies.
3. A complete inventory of items and supplies for sale shall be taken each Friday or the last school day of the week.

C. Store Hours

1. The school store is to be operated only before school hours or after school hours.

APPROVED: December 20, 1976

ADOPTED: January 17, 1977

REVIEWED:

REVISED: November 20, 2000

Signatures of School Board Members:

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