

VIGO COUNTY SCHOOL CORPORATION  
TERRE HAUTE, INDIANA

File: ED

**MATERIAL RESOURCES MANAGEMENT**

The Superintendent, or his designee, shall make plans (where practical) for the central purchasing, receiving, warehousing, and distribution of supplies, equipment and instructional and non-instructional materials common to the requirements of all schools. A school corporation warehouse shall be operated in order to store and distribute supplies as requisitioned by principals. All instructional and custodial supplies needed in the individual schools shall be ordered from the warehouse when available from that source. The appropriate administrator shall provide principals with a listing of those items available from the corporation warehouse.

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