

<b>LAKE FOREST BOARD OF EDUCATION</b>	<b>Last Reviewed: December 14, 2023</b>
<b>Board Policy: EDA</b> <b>Page 1 of 1</b>	<b>Next Review: December 14, 2026</b>

## **MATERIALS AND EQUIPMENT RECEIVING AND WAREHOUSING**

Any items ordered by the Lake Forest School District will be delivered to the proper receiving room at the appropriate building. All items received must be checked by that school/department for the specifications noted on the District's purchase order (including but not limited to quantity, size, price, color, etc.) to determine if the order has been properly filled. The receiving school/department will follow the procedures as specified in the State's Budget and Accounting Manual for the handling and accounting of received goods in the District. The receiving school/department must note on all receiving packing slips that goods have been received properly including date received and receiver's initials.

If a person, department, or school receives goods that are not satisfactory the vendor should be notified immediately to rectify the problem. The bill will not be paid until the problem is resolved.