

MARSHALL COUNTY SCHOOL SYSTEM
Administrative Procedures
2.1R2

Effective Date: 08/12/08

Revised Date: 08/26/13 *Denotes Revision; 02/13/17 **Denotes Revision

Section: Fiscal Management

Subject: Use of Maintenance Funds

Related Policy:

I. DEFINITIONS

II. PROCEDURES

- A. Maintenance money is the responsibility of the Maintenance Supervisor, and he is held accountable for it throughout the year. Therefore, all maintenance purchases **must** be approved by the **Maintenance Supervisor or Maintenance Office Manager before the call is made for repair. The *Maintenance Office Manager will give you a purchase order number and in some instances, tell you who to call for the repairs. Again, notification before purchase is mandatory.
- B. Failure to follow the above procedures will result in your school being held responsible for payment of the expenditures. Purchases made without proper approval will not be paid by maintenance or by the central office. The invoice will be sent back to the school for payment.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools