
SUPPLY COORDINATOR

AVAILABILITY REQUIREMENT: Must be able to purchase items AS SOON AS they are needed (24 hours turnaround). Must be able to keep track of supplies, shop weekly for the school, and have an expandable income for purchases. Must meet with previous supply coordinator and take an inventory of school supplies before school begins.

1. Purchase supplies as needed and at the direction of the Teachers. You will be responsible for purchasing most of the school's supplies throughout the year on an 'as needed' basis. (Be sure that the amount that you and the Teachers spend each month is within the budget set by the Board).
2. Before school starts, develop a supply ordering list and place in the bathroom on the white cabinet. The list should be accessible to all Teachers and members so that they can indicate on the list what supplies need to be bought. Let all members know that if they notice a certain supply is running low they can indicate such on the list.
3. Turn in all of your receipts to the Treasurer for reimbursement once per month. You must have an expandable income but it is possible to arrange to be paid in advance for large purchases.
4. Put supplies away as they are purchased.
5. Check to be sure that soap, paper towels, and toilet paper are by the sink and in the bathrooms.
6. Paper towels (also required by the Health Department) are kept near the bathroom sink for daily use. Large supply kept on bathroom shelves. Other supplies include facial tissue, cleaning products, diaper wipes, changing pads, sponges, trash bags, dish soap, hand soap, toilet paper, snack supplies (plates, cups, napkins, utensils) and craft supplies (paint, paper, glue and all other extra supplies such as shaving cream, food coloring, etc.)
7. All items are to be purchased using the school's tax-exempt card. The Treasurer can only reimburse you for the cost of the item, not for tax. **Note: Sometimes the tax-exempt card cannot be used for an online purchase because the shipping address does not match the address on the tax-exempt. Supply Coordinator should compare cost benefit of store purchase with exemption versus online purchase without. Discuss option to reimburse tax in the event of cost effectiveness directly with the Treasurer.
8. Permanent items such as toys, games, and furniture are not purchased from the supply budget. They require prior approval from the Board.
9. Return the tax-exempt card to the Treasurer at the end of the school year.
10. Keep a list of sources for purchasing supplies. Pass this list onto your successor.



11. Make bulk purchases at the end of the school year if necessary. Make sure school is stocked with supplies to START school (paper, glue sticks, red and green paint, etc).
12. Keep an ongoing “wish list” for the Teachers. Bring to a Board member’s attention when asked by the teachers or when necessary. Pass this list onto your successor.
13. All food items used for crafts must be stored in kitchen.
14. Renew BJ’s or Costco Wholesale Club membership, depending on which is more convenient.

Note: Routine costs (up to \$40.00) are the responsibility of the jobholder. Amounts in excess of \$40.00 will be reimbursed by the school upon request and submission of all receipts for all disbursements made on behalf of the school.

Revisions: 03/2018 TAB