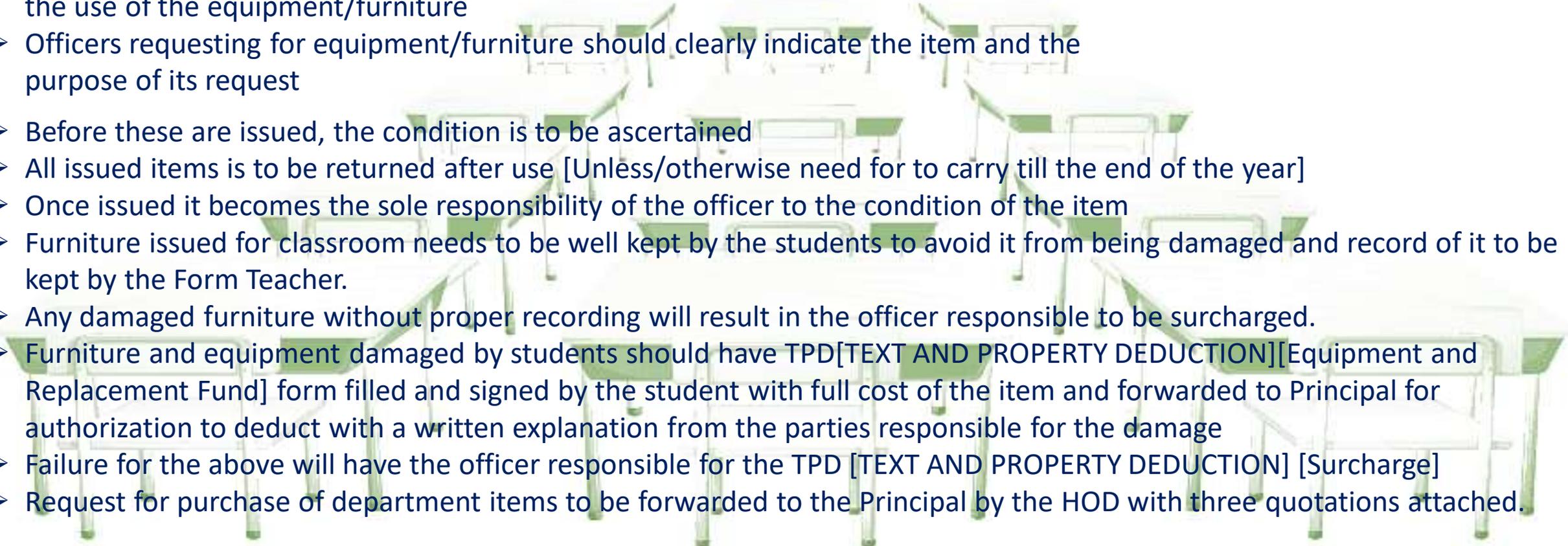




# DUDLEY HIGH SCHOOL EQUIPMENTS/FURNITURE & STORES POLICY



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- All request for equipment/furniture to be forward to the Principal who will than approve for the use of the equipment/furniture
  - Officers requesting for equipment/furniture should clearly indicate the item and the purpose of its request
  - Before these are issued, the condition is to be ascertained
  - All issued items is to be returned after use [Unless/otherwise need for to carry till the end of the year]
  - Once issued it becomes the sole responsibility of the officer to the condition of the item
  - Furniture issued for classroom needs to be well kept by the students to avoid it from being damaged and record of it to be kept by the Form Teacher.
  - Any damaged furniture without proper recording will result in the officer responsible to be surcharged.
  - Furniture and equipment damaged by students should have TPD[TEXT AND PROPERTY DEDUCTION][Equipment and Replacement Fund] form filled and signed by the student with full cost of the item and forwarded to Principal for authorization to deduct with a written explanation from the parties responsible for the damage
  - Failure for the above will have the officer responsible for the TPD [TEXT AND PROPERTY DEDUCTION] [Surcharge]
  - Request for purchase of department items to be forwarded to the Principal by the HOD with three quotations attached.



# STORES POLICY



- All requests for items from the school stores to be forwarded to Principal who will then dispatch the request items.
- Officers requesting for items from the stores should clearly indicate the item and the purpose of its request.
- Before these are issued the condition is to be ascertained.
- All issued item is to return after use. [Unless/otherwise need for to carry till end of the year.
- Once issued, it becomes the sole responsibility of the officer to the condition of the item.
- Before these are issued, both parties must sign for dispatch/receiving and likewise after returning.
- Request made should be checked for collection after 2 days.
- All issued damaged/worn out durable items are to be returned before a replacement is issued. These includes items such as staplers, dusters, dust coats, gumboots, sports equipment, utensils, markers, printing and copying items such as ink cartridges.
- Items such as stapler, stapler pin, foolscaps will be issued to HOD. Teachers seeking for this should write to HOD.
- All durable items issued should be recorded in the department record/inventory.
- Failure for the above will have the officer responsible for the cost of the item.
- Any queries to the above is to be directed to the Vice Principal