

## **Information: Ordering Supplies**

- The Inventory Form and Projected Needs from Health Services is completed in October of each year and sent to the Coordinator of Health Services
- Supplies are ordered from Central Stores with the exception of those listed on the Requisition To Health Services.
- The supply list for Central stores is found on the Birdville web page, Purchasing.
- Funding for supplies is determined each year based on the student population of the individual schools. A beginning balance is deposited into each site-based account in early September. When there is a need for more funds, the nurse will call the Coordinator of Health Services and state the specific amount needed. If it does not exceed the budgeted amount, the funds will be deposited into the site-based account as needed.
- Each year near the end of October a request for anticipated future supplies will be sent to each campus nurse. When that is returned to the Coordinator of Health Services, a bid is sent to vendors. Upon the board approval of those bids, orders will be placed for warehouse stock supply. This procedure keeps a constant amount of supplies that are needed in the Central Stores and ensures the most current prices.