MARION TECHNICAL COLLEGE

PLANS AND PROCEDURES MANUAL

INSTRUCTIONAL SUPPLIES PURCHASING AND STORAGE SYSTEM

EFFECTIVE SCHOOL YEAR: 2023-2024

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

MARION TECHNICAL COLLEGE
INSTRUCTIONAL SUPPLIES PURCHASING AND STORAGE SYSTEM

Adequate instructional supplies are available to support the instructional programs offered by the institution, which includes Marion Technical College (MTC), the Fire College, MTC at MTI located at MTI, and MTC logistics and Transportation Training Center. There is a process in place to purchase emergency supplies.

Funds are budgeted though grants and line item requests for material purchases. Federal and State grants and Targeted Funds provide the greatest resource for the purchase of new or replacement equipment/material. MTC follows the Marion County Public Schools guidelines for purchasing. Office supplies are stored in a common storage area in the main building and from the Marion County Public Schools Central Warehouse. Each program area has sufficient storage space for lab supplies. The instructor is responsible to secure classroom and lab supplies.

All equipment/materials meet appropriate safety standards. The program instructor is responsible to assure that the equipment/material is safe. Marion County Public Schools employs a full-time Safety Officer who utilizes the State Requirements for Educational Facilities to provide an annual safety walk though and identify problem areas. Marion County Public Schools' maintenance team assists with corrective action on any problems identified. Outside contractors or in-house staff may also be used to correct safety issues.

First-aid supplies are readily available to all program areas for students, and staff use for minor injuries. First-aid supplies are purchased through the Marion County Schools Central Warehouse. All Program Managers/Coordinators have a first-aid box in their office, there is a first aid kit located in the front desk/reception area.