

## Supply Purchaser and Organizer

- You are responsible for keeping 3 areas clean, stocked, and organized; the cleaning closet at the top of the stairs, the supply closet in the basement, and the cupboards in the kitchen. You will need to keep these areas stocked and organized all year.
- When purchasing items try and get the best deal possible. Avoid convenience stores. Great places to go are GFS, Sam's Club, or Kmart. Remember you will need a membership card to get into Sam's Club.
- You will be making at least two major purchases each year: one in September and one in January. There will also be some smaller ones throughout the year. For the major purchases call the Treasurer for a check and have the amount ready. For the smaller purchases you must keep your receipts and copy and fill out the supplied expense voucher. Remember the school does not pay sales tax so be sure to copy and the tax exempt form as well.
- Turn in your receipts and expense vouchers to the Treasurer within 30 days to receive a refund.
- The following items are usually kept in the supply closet:
  1. Mops and mop heads
  2. Mop buckets
  3. A few packs of paper towels
  4. Some boxes of Kleenex
  5. Vacuum bags and belts
  6. Disinfectant
  7. Window Cleaner
  8. Rubber gloves
- The following items are needed for daily snacks (kept in the kitchen):
  1. Napkins
  2. Large paper plates
  3. Bowls
  4. Small cups
  5. Small paper plates
  6. Plastic silverware
- Regularly check with the teacher regarding items needed including those the teachers assistants may need.
- Check inventory of the above items on a regular basis. Do not wait until we are out.
- At the beginning of the year help organize all donated items such as cleaners and paper towels.