

WESTERN HEIGHTS SCHOOL DISTRICT

**8401 SW 44TH Street, Oklahoma City, OK 73179
(405) 350-3410 FAX (405) 745-6322**

According to Western Height's Policy, merchandise received on an open purchase order shall be checked by a warehouse employee. Once the order is checked, verified, and date received noted, a Receipt of Merchandise (ROM) is created and payment is authorized.

For all equipment that is purchased by the district, it is inventoried and labeled in our inventory system with project number and year purchased. For technology equipment, we use Incident IQ, which is an online program. All equipment is entered through this system and checked out to the individual teacher, staff member, or student that is using the equipment.

For PPE, as the materials come in, we will add them to the spreadsheet and track the location of the materials.