





## ADMINISTRATIVE PROCEDURE

### SALE OF GYM UNIFORMS TO STUDENTS

6161.8

Procedure No.

August 16, 1978

Date

- B. Determining Order Quantities: During the months of May and June, representatives of the contractor/supplier will call upon each secondary school and will assist the Principal and the Physical Education Department determine the quantities of gym uniforms to be ordered for the following school year.
- C. Placing the Orders: Schools will place all orders for gym uniforms directly with the contractor/supplier, who will be identified by Bulletin to the schools in May each year.
- D. Deliveries: Schools will maintain complete records of delivery tickets to ensure that delivered uniforms are satisfactory.
- E. Sell of Uniforms to Students:
1. Gym uniforms will be sold to students at exact cost prices.
  2. Taxes are not applicable and will not be added to cost prices to students.
  3. Record of all sales must be kept. (Lists are satisfactory.)
- F. Accounting for Monies Received: Monies received from sale of gym uniforms will be identified to “sale of gym uniforms” and taken up in the school accounts daily.
- G. Payment for Gym Uniforms: Orders placed with the Contractor/Supplier will be billed to the school, and payment will be made by the school directly to the contractor/supplier.
- Note: Payment will be made by the ORDERING SCHOOL within forty-five (45) calendar days after commencement of school or after all returns, size exchanges and fill-ins have been accomplished on initial order.
- Payment on supplemental order(s) will be made within twenty (20) calendar days after returns, size exchanges, and fill-ins have been made.\
- H. Returns, Size Exchanges and Supply Full-ins on Initial Order: Returns, size exchanges and supply fill-ins on the initial order must be accomplished by the second Friday in October, or no later than the 15<sup>th</sup> of October. Excess uniforms supplied by the Vendor are to be returned to the Vendor.



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- I. Supplemental Orders: Additional uniforms ordered after the initial order must be placed with the contractor/supplier allowing for 35 days for delivery. Exchanges on these orders must be accomplished by the principal.
- VI. **RELATED INSTRUCTIONS**: None as of date.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES**: These procedures originate with the Supervisor of Physical Education. Regular review and updates will be accomplished as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES**: This Administrative Procedure cancels and supersedes Administrative Procedure 6161.8, dated May 15, 1975.
- IX. **EFFECTIVE DATE**: These procedures will become effective with School Year 1978-1979.

Approved by:  
Edward J. Feeney  
Superintendent of Schools