

NEW HAVEN PUBLIC SCHOOLS

BUSINESS & NON-INSTRUCTIONAL OPERATIONS

SERIES 3000

		Number	Policy or Regulation
0.	Concepts and Roles in Business & Non-Instructional Operations.....	3000	P/R
1.	Budget/Budgeting System.....	3100	P/R
	A. Budget: Planning.....	3110	P/R
	B. Public Review of Budget.....	3140	P/R
2.	Income.....	3200	P/R
	A. Tuition Fees.....	3240	P/R
	B. Materials/Services; Fees, Fines, Charges.....	3250	P/R
	C. Sales and Disposal of Books, Equipment and Supplies.....	3260	P/R
	D. Gifts, Grants and Requests.....	3280	P/R
3.	Expenditure/Expending Authority.....	3300	P/R
	A. Purchasing Guides.....	3310	P/R
	(1) Relations with Vendors.....	3313	P/R
	(a) Local Purchasing.....	3313.1	P/R
	B. Purchasing Procedures.....	3220	P/R
	(1) Requesting Goods and Services (Requisitions).....	3321	P/R
	(2) Ordering Goods and Services (Purchase Orders).....	3324	P/R
	(a) Contracts.....	3324.1	P/R
	(3) Paying for Goods and Services.....	3326	P/R
	(a) Payroll for Goods and Services.....	3326.1	P/R
	C. Funding of Special Programs.....	3340	P/R
4.	Accounts.....	3400	P/R
	A. Periodic Financial Reports.....	3430	P/R
	(1) Budget and Expense Reports.....	3432	P
	(2) Annual Financial Statement.....	3433	P
	(3) Periodic Audit.....	3434	P/R
	B. Inventories.....	3440	P/R
	C. Monies in School Buildings.....	3450	P/R
5.	Non-Instructional Operations.....	3500	P/R
	A. Operation and Maintenance of Plant/Grounds.....	3510	P
	B. Buildings.....	3512	P/R
	(1) Equipment.....	3514	P
	(2) Community Use of School Facilities.....	3515	P
	(3) Safety	3516	P
	(a) Accident Prevention and Reporting.....	3516.3	P/R
	(b) Security of Buildings and Grounds.....	3517	P/R

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		Number	Policy or Regulation
C.	Fixed Operations		
	(1) Acquisition and Updating of Technology.....	3523.1	P/R
	(2) Computer Security.....	3523.3	P/R
	(3) Hazardous Materials in School		
	(a) Pesticide application.....	3524.1	P
	(4) Insurance.....	3532	P/R
D.	Auxiliary Agencies.....	3540	P/R
	(1) Transportation.....	3541	P/R
	(a) Routes and Service.....	3541.31	P/R
	(i) Special Transportation for Exceptional Children.....	3541.33	P/R
	(b) Transportation Equipment.....	3541.4	P/R
	(c) Reporting of School Transportation Complaints..	3541.5	P/R
	(2) Food Service.....	3542	P/R
	(a) Purpose and Facilities.....	3542.1	P/R
	(b) Menus and Services.....	3542.3	P/R
	(i) Free or Reduced Price Lunches.....	3542.31	P/R
	(ii) Food Sales: Other Than National School Lunch Program.....	3542.33	P/R
	(c) Operation.....	3542.4	P/R
	(i) Finance.....	3542.42	P/R
E	Capital Outlay.....	3560	P/R