

ALL ADMINISTRATIVE OFFICES: Purchase of non-approved Cleaning Chemicals and Grounds/Cleaning equipment

**Category:**

**Audience:** All Principals/APs, Adult/Community School Principals, All Administrative Offices

Due Date: n/a

Meeting Date: n/a

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The purpose of this Briefing is to inform all administrators that the purchase of non-approved Cleaning Chemicals and Grounds/Cleaning equipment is prohibited.

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**IMPORTANT NOTE TO ADMINISTRATORS**

- The purchase of non-approved Cleaning Chemicals and Grounds/Cleaning equipment is prohibited and is also an Audit Exception.
- PTA/PTSA funds or funds from any other organizations cannot be used for the purchase of non-approved Cleaning Chemicals and Grounds/Cleaning equipment. Donations of non-approved Cleaning Chemicals and Grounds/Cleaning equipment from PTA/PTSA or other donating organizations are not to be accepted.
- The site Administrator may be held responsible in case of an accident associated with the use of non-approved Cleaning Chemicals and Grounds/Cleaning equipment.

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**Department:** Departments of Risk Management, Safety and Plant Operations