

ISR POLICIES

8. Internal Services

Version: *Sep. 2020*

Approved by: Hortensia Prieto, *General Director*

i. History of Amendments

Version	Amendments	Section
2019	Remove "Ask for Vice Principal's authorization when needing to print color copies. This may be done in the Computer Laboratory." Remove "There should be enough budget available in the Cost Center to cover the expense of the copies." Changing Office & School supplies and name of person responsible to Senior Purchasing Manager	8.1 8.2 8.3
2020	Remove section 8.2 Copy Center	8.2

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I. Purpose

The purpose of this policy is to determine the general guidelines to be followed by faculty and staff when using the internal services provided by ISR.

II. Scope

The present policy applies for the Internal Services to be utilized by ISR faculty and staff at both campuses San Agustin and Valle Alto. Internal services include printers, intercampus internal mail, stationery, lending facilities and the use of school vehicles.

III. Reference Documents

Photocopying and Printing Procedure

Office & School Supply Stockroom Procedure

Internal Mail Procedure

Purchasing Order - Orden de Compra

Formato Solicitud Camioneta.

The Lending Facilities Procedure

IV. General Guidelines

8. INTERNAL SERVICES

8.1. Photocopying and Printing

- The use of the photocopying and printing resources is only to be used to support the academic program at San Roberto.
- As a school we promote the responsible use of resources and support “go green” practices

8.2 Office & School Supply Stockroom

- School resources are to support and enrich the teaching and learning process and are available for internal academic and administrative purposes. Personal use of these supplies is prohibited.

8.3 Internal Mail

- An internal mail service is provided among campuses but may not be used to send money
- Only Directors, Principals and the General Director are authorized to send items out of the school (metropolitan area of Monterrey, national).
- International shipments need to be authorized by the Finance Manager.
- For more information consult the [Internal Mail Procedure](#).

8.4 Lending Facilities for academic/ non academic purposes.

- Lending facilities may only be authorized by the Campus Director for academic and non academic events that support the school's mission.
- Only the General Director can authorize the lending of facilities in different situations than the ones previously described.
- Alcoholic beverages are not allowed on campus
- [The Lending Facilities Procedure](#) must be followed at all times.

8.5 Use of School Vehicles

- ISR has two vehicles to serve internal needs such as transportation of employees, students, and teachers for special events. They are also used to run errands between both campuses, and general administrative matters.
- The use of school vehicles for personal purposes is prohibited.
- For more information consult the [Use of School Vehicles procedure](#)

8.6 Cafeteria

- Cafeteria services are provided on campus and outsourced to an external provider
- All products served in the cafeteria should be healthy and abide to the Mexican Ministry of Education regulations see [ResumenEjecutivo-EscuelaSaludables](#)
- Campus Director and Administrative director will be in charge of authorizing products and prices
- Two year contracts will be written for the external provider and service will be evaluated on a yearly basis
- For more information consult the [cafeteria procedure](#)

8.7 Health Services

- Health and wellbeing of students is a priority as this supports the learning process.
- First aid services are provided in an assigned area to anyone on campus by a nurse and there is daily support of a registered physician.
- Medication will only be administered in the health dept with a doctor's note and should be clearly labeled
- For more information consult the [Health Services procedure](#)

V. Appendices

N/A