

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Requisitions/Purchase Orders P 4-30A. Requisitions

In order to facilitate the process of securing required materials and services, all requests must be submitted on the appropriate requisition form.

All requisitions shall be approved by the building principal or by the department administrator.

B. Purchasing

All goods and services shall be ordered by means of a printed prenumbered purchase order or a purchasing card.

Adopted by School Board: June 5, 1973

Revised by School Board: June 20, 2000

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