

Business Procedures and Non-Instructional Series
700 Series

REQUISITIONS/PURCHASE ORDERS
Code No. 705.4

Requisitions for equipment, supplies, and services shall be made on properly authorized forms. Forms must be signed by officially designated personnel before being processed.

The procurement of all supplies, equipment, and services shall begin with the issuance of an official purchase order signed by the superintendent of school or by an authorized member of the staff. Only those supplies, equipment and services procured by formal contract shall be exempt.

Cross Reference: Purchasing and Bidding

Adopted: 04/13/1987
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