

Business Procedures and Non-Instructional Series
700 Series

RECEIVING GOODS AND SERVICES
Code No. 705.5

Whenever possible, all supplies, equipment, and services purchased in the name of the school district shall be cleared through the purchasing department. Whenever this procedure is impossible or impractical, the purchasing department shall be notified by the school personnel who receive goods or services that these have been delivered directly.

It shall be the duty of the purchasing department to certify to the accounting department the receipt of all goods and services.

Cross Reference: Purchasing and Bidding
Requisitions/Purchase Orders

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