

BUSINESS

Requesting Goods and Services (Requisitions)

Requisitions for budgeted items shall originate from the personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Superintendent or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the school.

Policy Adopted: July 10, 1991

Policy Reviewed: December 1, 2009