

Purchasing Procedures

The method of purchasing materials shall be as follows:

1. The regular purchase requisition must be filled out with all information given on the purchases.
2. The principal/director must approve the requisition.
3. The superintendent or his/her designee must approve the requisition and sign it. All requisitions of \$5,000 or more, must be signed by the superintendent.
4. When the item purchased is received, the packing slip is to be attached to the school office/department copy of the purchase order and sent to the administration office to be paid.

Approved: 11/22/77

Revised: date of manual adoption, 08/13/09

Reviewed by Board of Education: 03/12/15