

DJEF **Requisitions**

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The director of business operations shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

Approved: January 26, 2004

DJEF-R **Requisitions**

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All requisitions shall be submitted to the director of business operations at a time designated by him/her.

School letterhead paper shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

Approved: January 26, 2004