

# Houston County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term:  <b>Requisitions</b>	Descriptor Code: <b>2.807</b>	Issued Date: <b>07/08/13</b>
		Rescinds: <b>DJEF</b>	Issued:

## *General*

The Board shall designate personnel to be responsible for making requisitions.

All approved requisitions will be submitted to the purchasing agent (director of schools or principal) on forms provided by the purchasing agent.

The number of each purchase order shall be recorded on the requisition.

After processing, the original copy of the requisition will be filed in the appropriate purchasing office.

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Cross Reference:

Purchase Orders 2.808