Purchasing: Authorization and Control

Requisitions shall be approved by the superintendent. As a minimum, requisitions shall provide the following information:

A. Name of school, department and originator, and date originated;
B. School department or person to which material is to be delivered;
C. Budget year;
D. Specifications of equipment items (manufacturer, stock number, etc.);
E. Estimated cost based on latest price; and
F. Authorizing signature.

The purchasing department shall prepare a multiple-copy purchase order from the original request. One copy of the purchase order shall be sent to receiving facility to be signed and returned to the purchasing department when the goods have been received.

Upon placement of a purchase order, the business office shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for "examination" should be ordered on requisition, "following items for examination for 30 days."

Revised: 10/12/09