PASCO SCHOOL DISTRICT NO. 1

7319F

Request for Electronic Requisition Authorization Code

I understand that an authorization code for approving electronic requisitions will serve as my signature and will authorize the business office to generate a purchase order for payment for goods and services.

I also understand that if I give my authorization code to any other staff member, I am responsible for any errors or charges resulting from requisitions electronically transferred from my building or department to the business office.

Signature_____ Date_____

Building or Department_____

Adoption Date: May 12, 1998