

Dallas School District 2

Code: DJ-AR
Adopted: 1/28/13
Revised/Reviewed: 12/12/22
Orig. Code: DJ-AR

Purchases

Requisitions, Purchase Orders and Work Orders

All purchases in this section, i.e., related to educational program, shall be initiated on district requisition forms and completed accurately.

At the building level, requests from staff members for requisitions shall be submitted to the principal's office for approval from the principal. Administrators of districtwide programs or services shall initiate requisitions for their respective programs or services and submit such requisitions to the business office.

All requisitions must be reviewed for approval, modification or denial by the superintendent or designee.

Purchase orders shall be issued only by the district business office for approved requisitions.

In the facilities department only, when the purchase order process is not appropriate, a work order shall be initiated by a building or district administrator for obtaining required services to repair property, to make modifications in or to existing property or to initiate the construction or development of new equipment or site improvements. Work orders shall be submitted to the business office for review by the superintendent or designee for approval, denial, modification and/or for prioritization of work orders.

Verification of the receiving of merchandise or services shall be required. Bills of lading, shipping slips or invoices and work performance bills must be dated and signed by the staff member receiving the merchandise or observing the work being performed.