

Bartlett City Board of Education		2017
Descriptor Term: REQUISITIONS	Descriptor Code: Fiscal Management	Issue Date: 02/27/2014
	Rescinds:	Revised:

- 1 The Superintendent shall designate personnel to be responsible for making requisitions.
- 2 In accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*, all
- 3 purchases with school activity funds should be initiated with a pre-numbered or computer
- 4 generated purchase order. Purchases other than with school activity funds shall be initiated with
- 5 requisition.
- 6 All approved requisitions will be submitted to the purchasing agent (Superintendent or principal)
- 7 on forms provided by the purchasing agent.
- 8 The number of each purchase order shall be recorded on the requisition.
- 9 After processing, the original copy of the requisition will be filed in the appropriate purchasing
- 10 office.

RESCIND as of January 23, 2020