

Liberty Union High School District

Board Policy

Classification: Business

Policy No. **BP3321**

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Subject: Requesting Goods and Services

Effective 11/18/81

Revised

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The Chief Accountant shall receive and process requisitions in a manner most beneficial to the overall purposes of the school(s)/district.