

## **Procedure - Purchasing: Authorization and Control**

Requisitions will be approved by the superintendent. As a minimum, requisitions will 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 will prepare a purchase order from the original request.

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