

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Requisitions/Purchase Orders

A. Requisitions

1. In order to facilitate the process of securing required materials and services all requests (requisitions) over \$10,000 must be submitted ~~on the appropriate requisition form~~ through the e-procurement software.
2. It is the responsibility of the originator of a request to see that each item on a requisition is complete as to specifications.
3. All requisitions within schools must be approved by the building principal. The signature of the principal denotes review of and recommendation to purchase the items listed. All purchases may be subject to approval by the central office. This includes allotment funds made to schools.

B. Purchase Orders

1. Purchase orders are to be signed by the ~~appropriate administrator~~ Director of Procurement.
2. When a purchase order which has been issued is later canceled, such cancellation shall be in accordance with law and the vendor shall be promptly notified of the cancellation.

C. Purchase Orders issued for goods or services to be used the following fiscal year

The Superintendent or designee may issue a purchase order in one fiscal year for goods or services to be paid for with funds appropriated for the ensuing fiscal year, providing the following conditions are met:

1. Issuance of the purchase order is necessary for the goods or services to be received in a timely manner for the proper operation of the School Division;
2. The goods and services are not to be delivered and paid for until on or after July 1;
3. The purchase order must clearly state that the vendor is not to deliver and invoice such goods until on or after July 1, ~~and~~

Legal Reference

Code of Virginia § 22.1-91, as amended. Limitation on expenditures; penalty.

Code of Virginia § 15.2-2506, as amended. Publication and notice; public hearing; adjournment; moneys not to be paid out until appropriated.

Related Links

School Board [Policy 3-34](#)

School Board [Policy 3-36](#)

Adopted by School Board: February 16, 1993

Amended by School Board: August 3, 1999

Amended by School Board: September 16, 2014

Amended by School Board: August 25, 2020

[Amended by School Board: 2025](#)

APPROVED AS TO
LEGAL SUFFICIENCY


